



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Nature/Shooting Facility Center Manager II - **AGFC Nature/Shooting Facility Center Manager II**  
**POSITION NO: 22177258**

### **POSTING INFORMATION:**

Advertisement Opens: July 30, 2024

Advertisement Closes: Aug. 4, 2024

Full Time: Yes

Salary: \$61,443.00 - \$86,609.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in zoology, biology, environmental science, communications, or related area; plus three years of experience in nature conservation, including two years in a supervisory or leadership capacity.

OTHER JOB-RELATED EDUCATION AND EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

#### Preferred Education and/or Experience:

The formal education equivalent of a bachelor's degree in education, zoology, biology, environmental science, communications, or related area; plus three years of experience in nature conservation, including two years in a supervisory or leadership capacity. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Knowledge, Abilities, and Skills:

- Knowledge of supervisory practices and techniques
- Knowledge of nature, wildlife, and biology
- Knowledge of nature center marketing and promotion strategies
- Knowledge of inventory control, purchasing and procurement procedures, grants administration, and customer service
- Ability to assign and coordinate work activities and to monitor the performance of subordinates
- Ability to select merchandise related to the nature center's mission and desirable to customers
- Ability to communicate orally and in writing
- Ability to prepare reports and maintain records and file
- Ability to plan and manage public and private events

Preferred Knowledge, Abilities, and Skills:

Must be able to motivate staff and handle the public in a professional manner. Understanding of shooting range/Archery range operation and shooting education. Knowledge of and ability to communicate concepts of AGFC's mission. Knowledge of budgeting, personnel, purchasing, invoicing, AASIS and other administrative procedures are preferred. Public speaking skills including media appearances. Must be able to supervise a small full-time staff and extra labor employees. Must be an energetic self-starter that can operate the facility without daily supervision. Preferred candidate should have knowledge of Arkansas Flora and Fauna, and should have multiple outdoor skills and abilities that they are capable of teaching to others.

**POSTING DETAILS:**

Position Location:

City: Springdale

Office: AGFC J.B. and Johnelle Hunt Family Ozark Highlands Nature Center

Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Nature/Shooting Center Facility Manager II is responsible for managing the nature center facility, supervising nature center staff, and public conservation education. This position is governed by state and federal laws and agency policy.

Typical Functions:

Supervises a small staff of nature center support personnel and volunteers by interviewing, hiring, training, making work assignments, and evaluating job performance

Supervises the purchase of nature center inventory, including soft goods, gifts, souvenirs, and sundry items, that are focused on the nature center's mission

Oversees public programs, events, meeting rooms, and exhibits at the nature center

Seeks, obtains, and manages grants, donations, and sponsorships for programs and exhibits

Presents programs to the public, such as schools and community organizations, representing both the agency and the nature center

Performs administrative duties, such as compiling data for budget preparation, developing and revising bookstore policies and procedures, and compiling and maintaining data for preparation of required reports

Solves problems, including visitor complaints, employee/volunteer performance, mechanical malfunctions, and safety issues

Performs other duties as assigned

Specific Duties and Responsibilities:

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Certificates, Licenses, or Registrations:

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Special Job Dimensions:

Frequent weekend and overtime work may be required

Other Specific Information:

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As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.