Arkansas Game and Fish Commission Employment Job Posting

AGFC DIVISION ASSISTANT CHIEF - **AGFC DIVISION ASSISTANT CHIEF**

POSITION NO: 22150602

POSTING INFORMATION:

Advertisement Opens: Aug. 1, 2024

Advertisement Closes: Aug. 14, 2024

Full Time: Yes

Salary: $85,003.00 - $105,933.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in education, biology, zoology, natural science, business administration, or a related field; plus four years of experience in a related field, including one year in a supervisory 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.

Preferred Education and/or Experience:

Bachelors degree in education or other science related field. Experience leading and managing employees.

Knowledge, Abilities, and Skills:

- Knowledge of the principles and practices of organizational management
- Knowledge of state and federal laws, rules and regulations governing environmental protection, endangered species, or use of federal funds
- Knowledge of the theories, principles, techniques, and strategies of fish and/or wildlife management, education and/or educational curriculum
- Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinate supervisors
- Ability to participate in and lead groups in problem-solving activities
- Ability to develop monitoring systems for projects and/or programs to measure successes, failures, and develop solutions to problems.

Preferred Knowledge, Abilities, and Skills:

Awareness and familiarity with best practices in conservation education. Strong problem solving and critical thinking skills. Strong communicator with students and adults. Ability to take complex topics and provide meaningful presentations and share information to the public.

POSTING DETAILS:

Position Location:

City: Little Rock
Office: Headquarters
Division: Education

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Division Assistant Chief is responsible for overseeing division operations. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Directs the activities of a medium to large-sized professional and technical staff through lower-level supervisors, including approving hire recommendations, reviewing performance evaluations, evaluating the performance of immediate subordinates, and reviewing and approving/disapproving a variety of recommendations of subordinates

- Resolves problems referred by field personnel in areas such as program development, employee relations, scheduling, management techniques, public information, and strategic planning

- Evaluates and determines the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs. Identifies problem areas and monitors the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs

- Reviews and approves division bills, invoices, and activity reports and may request further explanation of actions and purchases

- Compiles data as requested for special projects or programs such as program performance and expenditure reduction and recommends courses of action as indicated from analysis of data

- Performs other duties as assigned

Specific Duties and Responsibilities:

Assistant Chief will support professional development of education staff. Manage and supervise education division staff in collaboration with other assistant chiefs. Collaborate and innovate with education division leadership to sustain and continue to improve conservation education programming. Maintain and increase partnerships with conservation focused industry and community partners both at the statewide and national levels.

Certificates, Licenses, or Registrations:

Must possess a valid driver’s license.

Special Job Dimensions:

Regular in-state travel and occasional work other than normal office hours are 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.