



Arkansas Game and Fish Commission Employment Job Posting

AGFC Administrative Construction Coordinator - **AGFC Administrative Analyst**

POSITION NO: 22095980

POSTING INFORMATION:

Advertisement Opens: Oct. 16, 2024

Advertisement Closes: Nov. 27, 2024

Full Time: Yes

Salary: \$44,220.00 - \$68,031.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent to a bachelor's degree in public administration, general business, finance, construction management, engineering, or a related field

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:

The formal education equivalent to a bachelor's degree in public administration, general business, finance, construction management, engineering, or a related field. A candidate with five (5) years of construction management or office administration experience will be considered.

Knowledge, Abilities, and Skills:

- Knowledge of commercial and industrial construction procedures
- Knowledge of department operations, policies, and procedures
- Knowledge of applicable laws and regulations
- Knowledge of basic accounting principles
- Knowledge of AASIS and State of Arkansas Fiscal Policy
- Knowledge of virtual plan room software, such as **Bluebeam**
- Knowledge of construction specifications and contracts
- Ability to plan and execute systems and organizational analysis
- Ability to research, prepare, and present comprehensive written and oral reports
- Ability to organize and conduct meetings and workshops
- Ability to work with and provide administrative support for construction project managers
- A positive attitude and a team-first mentality

Preferred Knowledge, Abilities, and Skills:

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POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Construction Coordinator is responsible for monitoring and coordinating construction project/program activities and monitoring and supervising the capital construction office processes.

This includes the preparation and reporting of budgets, contract management, personnel administration, public relations, and inventory. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Assists in the development of project goals and objectives under the guidance of the Division Chief and Assistant Chief
- Assists in budget preparation and monitors budget throughout the budget cycle
- Plans, organizes, and schedules project/program implementation phases and procedures and develops monitoring and reporting systems to measure project effectiveness
- Administers the statewide annual SOQ process for the selection of professional consultants
- Administers the selection of professional consultants on a per-project basis
- Administers the acquisition bid process on a per-project basis
- Monitors, tracks, and files permits for all projects to assure the timely execution
- Responsible for the upkeep and maintenance of all project records, and computer files
- Administers electronic plans and specification computer software

Specific Duties and Responsibilities:

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Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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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.