



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Administrative Office Coordinator - **AGFC Administrative Office Coordinator**

**POSITION NO: 22095919**

### **POSTING INFORMATION:**

Advertisement Opens: Nov. 14, 2024

Advertisement Closes: Dec. 4, 2024

Full Time: Yes

Salary: \$44,220.00 - \$64,644.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus four years of experience in administrative support, including one year 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.**

Preferred Education and/or Experience:

- Experience with: office and or division management, customer service, planning and coordinating meetings and events, working professionally with staff and with the public
- Ability to take direction and apply information to problem-solving for effective solutions

Knowledge, Abilities, and Skills:

- Knowledge of staff development and supervision principles
- Knowledge of department operations, policies, and procedures
- Knowledge of applicable laws and regulations
- Knowledge of computers and software applications
- Knowledge of basic accounting principles
- Knowledge of work-the related subject area
- Ability to prepare, present, and review oral and written information and reports
- Ability to research and analyze related work program information
- Ability to develop, recommend, interpret, and apply policies and procedures'
- Ability to analyze financial records and prepare reports
- Ability to plan, organize, and direct the work of others

Preferred Knowledge, Abilities, and Skills:

- Customer service minded
- Able to speak professionally and collaboratively with staff to support needs and requests
- Able to speak effectively with the public to support needs and requests or concerns
- Able to effectively and efficiently plan events and meetings
- Ability to coordinate with division leadership to support needs on and offsite
- Proficient in Google Suite
- Problem solving skills

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Education

### Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Office Coordinator is responsible for monitoring and supervising regional office processes including preparation and reporting of budgets, cash receipts and deposits, purchasing, records management, contract management, payroll and personnel administration, public relations, and inventory. This position is governed by state and federal laws and agency policy.

### Typical Functions:

- Interviews, hires, plans, and directs the activities of subordinate employees by establishing work schedules, assigning specific duties, providing detailed instructions, and monitoring and reviewing work regularly to ensure adherence to instructions, deadlines, proper procedures, and the delivery of services
- Conducts performance evaluations on a timely basis and establishes employee goals and development plans. Processes all required personnel actions following established policies and procedures
- Researches and analyzes data pertinent to work programs and agency goals and objectives and prepares reports explaining findings
- Assists in budget preparation and monitors budget throughout the budget cycle
- Assists in developing or revising policies, procedures, and directives based on research findings
- Participates in leadership activities and attends required meetings
- Ensures proper submission of time sheets, payroll documents, purchase orders, or any other procedural forms required
- Manages the bi-weekly payroll process for the office by maintaining time records, and performing time audits
- Maintains record-keeping systems on cash receipts and deposits, budget preparation and reports, inventory, contracts, major maintenance, and office supplies
- Prepares and distributes office reports, business and promotional correspondence, budget justification, and customer inquiry responses
- Prepares purchase orders and coordinates with the Fiscal Division. Creates and maintains files on office or division operations.

Specific Duties and Responsibilities:

- Manages all AGFC Education Division processes and procedures
- Responsible for all Amazon Business orders and payments for the division
- Schedules, coordinates, and manages all events and meetings
- Serves as call center for the Education Division, answering phone calls from the public that relate to mission-focused questions, needs, and concern
- Manages the one-button requests for AGFC outreach and offsite staff to work with the public
- Supports the Education Division and works directly with the Education leadership team to support and lead the division
- Supports purchasing needs and requests from Education leadership

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.