



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Operations & Facility Manager - AGFC Operations & Facility Manager

**POSITION NO: 22095855**

### **POSTING INFORMATION:**

Advertisement Opens: June 26, 2025

Advertisement Closes: July 24, 2025

Full Time: Yes

Salary: \$68,068.00 - \$68,068.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, personnel management, or a related field; plus three years of experience in managing an operation or facility, 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:

.

Knowledge, Abilities, and Skills:

Knowledge of supervisory practices and procedures.

Knowledge of principles and processes for providing customer and personal services.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.

Knowledge of principles and methods for showing, promoting, and selling products or services.

Ability to manage one's own time and the time of others.

Ability to apply general rules to specific problems to produce answers

Preferred Knowledge, Abilities, and Skills:

.

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Operations

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Operations and Facility Manager is responsible for planning, directing, or coordinating AGFC operations by formulating policies, managing daily operations, and planning the use of materials and human resources. This position is governed by state and federal laws and agency policy.

Typical Functions:

Manages a small staff, interviews and hires personnel, prepares work schedules, assigns specific duties, and evaluates performance.

Communicates with people outside the organization by representing the organization to customers, the public, government, and other external sources.

Answers inquiries pertaining to agency policies and services, and resolves customer complaints.

Reviews financial, sales, and activity reports to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

Coordinates and recommends procedures for facility and equipment maintenance or modification, including the replacement of equipment.

Monitors a facility to ensure that it remains safe, secure, and well-maintained.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Manages a small staff, interviews and hires personnel, prepares work schedules, assigns specific duties, and evaluates performance.
- Communicates with people outside the organization by representing the organization to customers, the public, government, and other external sources.
- Serves as liaison with legal counsel, appraisers, brokers, contractors, and other stakeholders as needed.
- Answers inquiries pertaining to agency real estate policies and services, and resolves customer complaints.
- Reviews real estate activities to measure productivity and goal achievement and to determine areas needing program improvement.
- Coordinates and recommends procedures for agency real estate matters; including but not limited to, acquisitions, disposals, and easements.
- Monitors real estate activities to ensure agency goals are being addressed by the real estate section.
- Performs other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license

Special Job Dimensions:

Occasional in-state and out-of-state travel is required.

Other Specific Information:

- **Must have an Arkansas Real Estate License OR agree to obtain one within 12 months of hire date**

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