Arkansas Game and Fish Commission Employment Job Posting

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

POSITION NO: 22096244

POSTING INFORMATION:

Advertisement Opens: May 14, 2026

Advertisement Closes: June 3, 2026

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:

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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:

Experience and interest in natural resources conservation are preferred.

POSTING DETAILS:

Position Location:

City: Little Rock
Office: AGFC Headquarters Office
Division: Wildlife Management

Job Summary:

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

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 regularly monitoring and reviewing work 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
- Develops and monitors the 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 license sales, deposits, credit card reports, inventory, contracts, and major maintenance projects
- 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
- Performs other duties as assigned

Specific Duties and Responsibilities:

AGFC is seeking to hire an organized, conservation-focused, and energetic leader to assist the agency's Wildlife Management Division.

Specific job duties include:

- Cross-training and supervising four administrative support staff
- Staying fully aware of and able to complete all other office duties in case someone is out for an extended period
- Assisting field employees with agency, policies, and procedures
- Composing, compiling, and tracking correspondence, memos, hiring documents, applications, contracts, permits, and performing database entry
- Monitoring purchasing card use and reconciling all transactions for the Little Rock office.
- Assisting with hunting guide book updates
- Planning, coordinating, and assisting in facilitating division meetings
- Coordinating meetings with stakeholders and partners
- Assisting the public by phone, email, mail, or in person
- Attending permit/licensing vendor meetings, system testing, and training
- Assisting with the processing of purchase requisitions and purchase orders
- Helping coordinate Freedom of Information Action (FOIA) responses for the division.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

This position will be located in the Little Rock headquarters office.

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