



Arkansas Game and Fish Commission Employment Job Posting

DIVISION CHIEF - AGFC CONSERVATION DIVISION CHIEF

POSITION NO: 22134996

POSTING INFORMATION:

Advertisement Opens: Feb. 14, 2018

Advertisement Closes: March 16, 2018

Full Time: Yes

Salary: \$73,776.00 - \$73,776.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a master's degree in zoology, biology or related natural sciences field; plus seven years of experience in a related field, including three years 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:

Bachelor's degree in conservation education, environmental education, natural sciences education, human dimensions, wildlife management, fisheries management, education administration, or related natural sciences or education fields; plus seven years of experience in a related field, including three years in a supervisory capacity. This position will seek to increase and encourage broad participation and understanding of wildlife, fisheries, and habitat conservation management in Arkansas through innovative and transformative approaches.

Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of organizational management and public administration. Knowledge of the principles and practices of budget administration with special reference to governmental procedures, practices, and objectives. Knowledge of natural resources management. Ability to review and analyze financial and statistical data. Ability to communicate with employees and management. Ability to organize and present clear and concise oral and written reports of findings and recommendations. Ability to establish and maintain working relationships with others. Ability to plan division objectives and to organize and oversee the work of subordinates. Ability to adapt to and incorporate changes of evolving fields.

Preferred Knowledge, Abilities, and Skills:

NONE

POSTING DETAILS:**Position Location:**

City: Little Rock

Office: Little Rock Office Complex

Division: Education

Job Summary:

The Division Chief is responsible for providing leadership and direction for a division of the Arkansas Game and Fish Commission (AGFC). This position is governed by state and federal laws and agency policy.

Typical Functions:

Directs and manages the activities of a technical and professional staff in order to meet organizational goals and directives. Oversees the hiring, firing, and evaluation of all employees in a given division of AGFC. Ensures that division employees are properly trained through workshops, seminars, literature, and professional interaction with peers and that the division maintains professional knowledge and skills regarding the wildlife conservation needs and objectives. Develops and administers the budget for a division and is responsible for the authorization, reporting, and supervision of division expenditures. Oversees and directs the implementation of safety programs, safe work practices, and the purchase of safety equipment for the division. Establishes and maintains a working relationship between divisions of AGFC as well as with other state and federal agencies and the general public. Assists with the development and management of either Nature Centers, Fish Hatcheries, or Wildlife Management Areas. Directs the annual wildlife regulation processes to address identified long-range wildlife management goals and objectives. Performs other duties as assigned.

Specific Duties and Responsibilities:

This position will measure and evaluate division program objectives and their impact to agency conservation goals. Develop and implement innovative curriculum materials for conservation of natural resources education and outreach programming. Develop and implement contemporary conservation education curriculum. Develop bold, innovative conservation education communication strategies to support and enhance the agency's objectives and goals. Work with and provide guidance to other specialists internally, in academia, non-governmental organizations and the private sector to promote an understanding of conservation of the natural resources through civic engagement and public participation. Organize specific programs dedicated to increasing the public's awareness and interaction with wildlife and the environment. Oversee recruitment of an active community of volunteers. Lead the development and implementation of specific projects for community-based conservation programs that create awareness of the significance of conservation. Create instructional training curriculum for professionals and volunteers. Develop and implement stakeholder engagement approaches to place conservation in a relevant context. Establish and maintain productive working relationship with other agency senior management members.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

All applicants are subject to a criminal background check.

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