



## Arkansas Game and Fish Commission Employment Job Posting

EXTRA LABOR - ADMINISTRATIVE SPECIALIST III - EXTRA LABOR - AGFC ADMINISTRATIVE SPECIALIST

III

POSITION NO: 22095753

### **POSTING INFORMATION:**

Advertisement Opens: May 9, 2023

Advertisement Closes: June 9, 2023

Full Time: No

Salary: \$13.96 - \$13.96 Hourly

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed.

**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 social media applications. Experience with computers and software associated with-related subjects. Experience with the hospitality industry and common practices.

#### Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of mathematics and statistics. Knowledge of research and analysis techniques and methods. Knowledge of work-related subject area. Knowledge of computers and software applications. 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:

Knowledge of native wildlife and plants, outdoor skills and recreation activities. General knowledge of the Arkansas Game and Fish Commission and agency conservation efforts and programs. Good written and verbal communication skills, along with strong interpersonal skills, and the ability to build relationships with staff, volunteers, and visitors. Capable of conducting one's self in a calm and professional demeanor when dealing with the public and/or difficult situations. Strong organizational and time management skills that reflect the ability to perform and prioritize competing demands simultaneously and seamlessly, following through in a timely manner, with excellent attention to detail.

**POSTING DETAILS:**

Position Location:

City: Pine Bluff

Office: Delta Rivers Nature Center

Division: Education

Job Summary:

The Administrative Specialist III is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency policy.

Typical Functions:

Researches and analyzes data pertinent to work programs and/or agency/institution goals and objectives and prepares reports explaining findings and recommendations. Assists in developing or revising policies, procedures, and directives based on research findings; submits to supervisor for approval. Compiles financial information used by supervisor to formulate budget proposals and monitors expenditures to ensure optimum operating efficiency. Reviews and answers or prepares correspondence relating to agency/institution programs. Interprets agency administrative directives, policies, and procedures to ensure consistent application. Provides information, assistance, and clarifications to interested parties concerning agency/institution programs, policies, and procedures. Assists supervisor by maintaining leave records, appointment calendar, and prioritizing incoming correspondence. May supervise a small to medium-sized administrative support staff and evaluate the work performance of incumbents. Performs other duties as assigned.

Specific Duties and Responsibilities:

Assist with orienting the public, special guests, and groups who visit the nature center. Make retail store sales and keep accurate cash transactions. Answer telephone, answer questions, route calls, or take messages as appropriate. Provide and maintain accurate information about the nature center, exhibits, programs, and services. Interact with the public in a friendly manner. Receive visitors and notify educators of group arrivals, and provide tourist information to guests. Perform a variety of related clerical work and ordering supplies. Serve as the point-of-contact for the deliveries, and

Arrange for the proper staff to take receipt of delivery. Perform supervision of the main lobby, with attention paid to guests. Maintain a clean, business- like front-of-line work environment. Keep classroom calendars current. Other duties as assigned.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

All applicants are subject to a criminal background check.

Other Specific Information:

N/A

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