

Bobby Martin
Chairman
Rogers

Bennie Westphal
Vice Chairman
Fort Smith

Stan Jones
Walnut Ridge

J.D. Neeley
Camden



Anne Marie Doramus
Little Rock

Rob Finley
Mountain Home

Philip Tappan
Little Rock

Steven Beaupre, Ph.D., Ex-Officio
University of Arkansas
Fayetteville

Arkansas Game and Fish Commission

Austin Booth
Director

September 20, 2021

JOB VACANCY
DEPUTY DIRECTOR
Position: 22096318
Administration

SALARY:

\$96,228.00 Annually

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor's degree in fisheries management, wildlife management, biology, communication, education or a related area, plus eight (8) years of progressively more robust experience in conservation program development, natural resource management, communication, public relations, education, or related area including five years in a managerial capacity. Other job related education and/or experience may be substituted for all or part of these basic requirements.

PREFERRED MINIMUM EDUCATION AND/OR EXPERIENCE:

High level of leadership experience in the areas of personnel management, state or federal legislative activities, budget and fiscal oversight, strategic planning, project oversight and organizational development. Supervision within complex organizational structures which requires significant personnel management. Certification from a management leadership training program.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of state and federal conservation laws, rules and regulations
- Budget principles and practices
- Ability to evaluate the effectiveness of programs
- Ability to establish program goals and objectives supporting strategic plans
- Supervisory principles and practices
- Assess, recommend and/or develop in-house training programs
- Create and make effective presentations to Commission
- Organize, direct, and supervise the work of others
- Coordinate work with and through others, both within and outside of the agency
- Maintain confidentiality
- Communicate well, both orally and in writing, with employees, community leaders, government officials, and individuals with varying backgrounds
- Maintain professionalism and tact when relaying information and/or responding to questions, concerns, and complaints from both within and outside of the agency
- Manage multiple projects under time and resource pressure
- Analyze complex issues and problems; develop and recommend effective resolutions
- Diplomatic handling of sensitive situations, issues, questions, problems, and suggestions

POSITION LOCATION:

Little Rock Central Office

CLASS SUMMARY:

The Deputy Director position supports the mission of conservation. The position is responsible for directing multiple divisions within AGFC, providing leadership and direction with regard to policy development, as well as assisting the Director with overall operations of the Commission. This position is governed by state and federal laws and Commission policy.

TYPICAL FUNCTIONS:

Directs the activities of staff through subordinate managers and administrators. Oversees and evaluates the performance of various divisions. Develops, sets, and evaluates division performance through measurable outcomes. Routinely interacts with local, state, and federal officials, and members of the public.

JOB DUTIES AND RESPONSIBILITIES:

1. **SUPPORTS THE MISSION OF CONSERVATION:** Provides support for fish and wildlife conservation, and conservation education, through leadership, supervision, and guidance of a subset of the agency's divisions.
2. **ASSISTS THE DIRECTOR IN THE OVERALL MANAGEMENT OF THE AGENCY:** Serves as Director in his/her absence; attends Commission meetings; Presents information to and interacts with the Commission, Legislature, conservation partners and the public; coordinates with other governmental agencies and private entities on matters involving the Agency; assists in the development of policies and procedures; interprets policies, rules and regulations; monitors productivity and work activities, serves as a team member within the agency directorate; Works closely with the agency's Deputy Director of Resource Management and Deputy Director of Outreach to solve complex problems and develop strategic direction for the agency.
3. **IDENTIFIES OPPORTUNITIES TO IMPROVE INTERNAL AND EXTERNAL CUSTOMER SERVICE, QUALITY OF OUTPUTS AND SUSTAINABILITY OF THE AGENCY:** Provides the necessary leadership to ensure that all divisions are receiving the highest internal support to function effectively and efficiently. Will maintain extraordinary external customer service to customers, constituents and partners.
4. **OVERSEES STRATEGIC PLANNING PROCESS:** Coordinates with the directorate and divisions to maintain the strategic plan. Serves as the lead for the strategic plan by the maintenance of strategic plan document and monitoring progress toward strategic task completion. Prepares progress reports for agency executive staff; reports to Commission periodically regarding Strategic Plan status.
5. **PERFORMS OTHER ESSENTIAL DUTIES AS DEEMED NECESSARY.**

All applicants subjected to a criminal background check.

Applicants may apply online at jobs.agfc.com. Applications must include complete work history and references. A cover letter and resume must also be uploaded with the application. Applications must be submitted by midnight on **October 1, 2021**.

AS AN EQUAL OPPORTUNITY EMPLOYER, THE COMMISSION WILL MAKE ANY REASONABLE ACCOMMODATIONS NECESSARY TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES

Arkansas Game & Fish Commission
Human Resources Division
#2 Natural Resources Drive
Little Rock, AR 72205