



Asa Hutchinson  
Governor

# ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205  
agriculture.arkansas.gov  
(501) 225-1598



Wes Ward  
Secretary of Agriculture

## AN EQUAL OPPORTUNITY EMPLOYER

### JOB OPPORTUNITY

**August 25, 2020**

| TITLE<br>LOCATION   | ANNUAL SALARY<br>POSITION #  | APPLICATION MUST BE<br>RECEIVED BY: |
|---|--|-------------------------------------|
| <p><b>Agri Program Manager (Marketing)</b></p> <p><b>Arkansas Department of Agriculture<br/>Administration<br/>Pulaski County/Little Rock</b></p> <p><b>Hiring Authority:</b><br/>Arkansas Department of Agriculture<br/>#1 Natural Resources Drive<br/>Little Rock, AR 72205<br/>Phone: 501/219-6323<br/>E-mail:<br/><a href="mailto:amy.lyman@agriculture.arkansas.gov">amy.lyman@agriculture.arkansas.gov</a></p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line:<br/><a href="http://www.arstatejobs.com">http://www.arstatejobs.com</a></p> | <p>Entry Level Salary: \$45,010</p> <p>Grade GS08</p> <p>Positions #22094775</p> | <p><b>September 1, 2020</b></p>     |

#### STATE'S MINIMUM QUALIFICATIONS:

##### Education/experience requirements:

- The equivalent of a bachelor's degree in agriculture, business administration, or a related field.
- Three years of experience in program organization and administration.
- Two years in a supervisory or leadership capacity.

##### Knowledge of:

- Supervisory practices and techniques.
- State and federal laws, regulations, and guidelines applicable to specialized program area.
- The principles and practices of organizational management.
- Grants administration.

##### Ability to:

- Supervise a subordinate professional, para-professional, and administrative support staff.
- Analyze programs and recommend implementation methods or modifications.
- Interpret and apply federal and state guidelines and regulations.
- Provide guidance and technical assistance to management, staff, and the general public.
- Plan, prepare, and present oral and written reports.

**Preferred Qualifications:**

- Strong project and time management skills with ability to meet deadlines and budgets.
- Ability to plan, organize, and moderate events.
- Knowledge of agriculture and food production practices.
- Knowledge of ACCESS database.
- Strong written and verbal communication skills.
- Ability to work in a team environment.