



ARKANSAS DEPARTMENT OF AGRICULTURE
#1 Natural Resources Drive
Little Rock, AR 72205

AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY

July 17, 2019

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
Agriculture Program Manager Agency: Arkansas State Plant Board Division: Plant Industry Location: Little Rock Hiring Authority: Arkansas State Plant Board #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/225-1598 mark.stoll@agriculture.arkansas.gov Standard State of Arkansas employment application required. Apply on line: http://www.arstatejobs.com Under Arkansas Agriculture Department	Entry Level Salary: \$45,010 Grade GS08 Position #: 22087918	July 24, 2019

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education 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:

- Knowledge of USDA Agricultural Marketing grading and auditing activities
- Knowledge of USDA Farmers Stock Peanut Grading Program
- Experience working with USDA/AMS grading and auditing programs
- Experience working with peanut grading programs, equipment, and/or software
- Experience working with peanut buying point operations
- Experience conducted USDA/AMS fruit and vegetable inspections and/or farm auditing