



# ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders  
Governor

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Wes Ward  
Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER  
JOB OPPORTUNITY  
February 7, 2025**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p><b>Agri Program Manager</b></p> <p><b>Arkansas Department of Agriculture Legal/Occupational Licensing Pulaski County/Little Rock</b></p> <p><b>Hiring Authority:</b> Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6361 E-mail: <a href="mailto:corey.seats@agriculture.arkansas.gov">corey.seats@agriculture.arkansas.gov</a></p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: <a href="http://arcareers.arkansas.gov">http://arcareers.arkansas.gov</a></p>	<p>Entry Level Salary: \$45,010</p> <p>Grade GS08</p> <p>Positions #22095497 Req ID #46909</p>	<p><b>February 14, 2025</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.

**Functional Job Description:**

- Responsible for all administrative duties related to occupational licensure including license endorsements, license renewals, and license examinations.
- Processes licensure applications and correspondence from applicants.
- Answers telephone inquiries related to licensure.
- Maintain computerized database records related to licensure, discipline, and license revocation.
- Responds to written inquiries through correspondence and/or email. Serves as secretary for two (2) advisory committees.
- Attends, records, prepares and maintains minutes of those committee meetings.
- Verifies licensure for other states.