



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