



ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders
Governor

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Wes Ward
Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER
JOB OPPORTUNITY
February 25, 2025**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Grants Manager</p> <p>Department: Natural Resources Division Location: Pulaski County/Little Rock</p> <p>Hiring Authority: Cone Building 1, Suite 300 10421 West Markham Street Little Rock, AR 72205 Phone: 501/682-3969 E-mail: whitney.montague@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: \$50,222</p> <p>Grade GS09</p> <p>Positions #22087675 Req ID #47349</p>	<p>Open Until Filled</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a bachelor's degree in business administration, accounting, or a related field.
- Four years of experience in the administration of grants, contracts or related area.
- One year of supervisory or leadership experience.

Knowledge of:

- Grants, contracts, and special funding programs.
- Grant implementation, monitoring, and fiscal control practices.
- State budgetary and accounting practices and procedures.

Ability to:

- Plan, organize, and direct the work of others.
- Develop, monitor, and evaluate grant program compliance.
- Prepare, present, and review oral and written technical information and reports.
- Communicate effectively orally and in writing.

Preferred Qualifications:

- Certification as a Certified Floodplain Manager (CFM).

- Ability to research, interpret, and apply state and federal laws and regulations governing flood risk reduction.
- Knowledge of federal grants management, implementation, monitoring, and fiscal control practices.
- Knowledge of flood risk mapping and mitigation.
- Ability to complete complex assignments on tight deadlines.
- Ability to prepare, present, and review oral and written technical information and materials.
- Familiarity with GIS mapping software.
- Bachelor's degree in Environmental Science or related field.