AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY
October 20, 2020

<table>
<thead>
<tr>
<th>TITLE</th>
<th>LOCATION</th>
<th>ANNUAL SALARY</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
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<tr>
<td>Administrative Services Manager</td>
<td>Arkansas Department of Agriculture Fiscal Pulaski County/Little Rock</td>
<td>Entry Level Salary: $56,039 Grade GS10 Positions #22087684</td>
<td>November 3, 2020</td>
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**Hiring Authority:**
Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/225-1598 E-mail: sheila.watts@agriculture.arkansas.gov

Standard State of Arkansas employment application required.

Apply on line: http://www.arstatejobs.com

**STATE’S MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**
- The formal education equivalent of a bachelor’s degree in business administration, public administration.
- Five years of experience in administrative operations including human resources, budget, fiscal, and/or purchasing functions.
- Two years in a supervisory capacity.

**Knowledge of:**
- Organizational and human resources management.
- State personnel, purchasing, and budget guidelines.
- Computer systems and applications.

**Ability to:**
- Plan, organize, and oversee the work of subordinates.
- Adapt to constantly shifting priorities in managing a wide-range of projects.
- Demonstrate excellent interpersonal skills.
- Provide administrative support to a diverse functional area.

**Preferred Qualifications:**
- CPA and/or CGFM certification