<table>
<thead>
<tr>
<th>TITLE LOCATION</th>
<th>ANNUAL SALARY POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
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</thead>
<tbody>
<tr>
<td>Agri Program Manager</td>
<td>Entry Level Salary: $45,010</td>
<td>March 8, 2019</td>
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</tbody>
</table>
| **Department**: Administration  
**Location**: Little Rock, AR | Grade GS08  
Position #: 22087870 | |

**Hiring Authority:**  
Director of Marketing and Communications Bob Midles  
#1 Natural Resources Drive  
Little Rock, AR 72205  
Phone: 501/219-6377  
Fax: 501/312-7051  
E-mail: bob.midles@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 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:**  
- Or a Bachelor degree in marketing.  
- Knowledge of social media and outreach practices and techniques.  
- Strong project- and time-management skills with the ability to meet deadlines and budgets.  
- Ability to plan, organize, and moderate events.  
- Knowledge of agriculture and food production practices.

**Job Duties:**  
- Assisting in the administration and promotion of several programs within the Arkansas Agriculture Department (AAD), including Arkansas Grown, Arkansas Made, Homegrown by Heroes, Arkansas School Garden of the Year, Farmer’s Markets promotions and other programs funded by grants.  
- Engage industry organizations and partners in AAD programs for increased reach and effectiveness with target audience(s).  
- Others as assigned.