**STATE’S MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**
- The equivalent of a bachelor’s degree in business administration, accounting, or a related field.
- Five years of experience in the administration of grants, contracts, or related area.
- Two years of supervisory or leadership experience.

**Knowledge of:**
- Grants, contracts, cost principles, 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:**

---

<table>
<thead>
<tr>
<th>TITLE LOCATION</th>
<th>ANNUAL SALARY POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Manager (Marketing) Arkansas Department of Agriculture Administration Pulaski County/Little Rock</td>
<td>Entry Level Salary: $50,222 Grade GS09 Positions #22163047</td>
<td>October 14, 2020</td>
</tr>
</tbody>
</table>

**Hiring Authority:**
Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6323 E-mail: amy.lyman@agriculture.arkansas.gov

Standard State of Arkansas employment application required.

Apply on line: http://www.arstatejobs.com
- Analyze programs and recommend implementation methods and modifications.
- Provide guidance and technical assistance to management, staff, and the general public.
- Ability to plan, organize, and moderate events.
- Strong project and time management skills with ability to meet deadlines and budgets.
- Knowledge of agriculture and food production practices.
- Ability to work in a team environment.