



## ARKANSAS GAME AND FISH COMMISSION

Job Announcement for

### EXECUTIVE DIRECTOR

The Arkansas Game and Fish Commission ("AGFC") announces an open search for the prestigious position of Executive Director ("Director"). The Director is the Chief Executive Officer for the overall direction and daily operation of the AGFC in the implementation and regulation of Commission policies and directives. We seek a well-rounded individual with demonstrated skills in leading a complex organization, including management of infrastructure, daily operations, human resources, educational outreach, and political interactions with stake holders (the public, the state and the federal government).

Appointment to and service in the Director position is at the pleasure of the eight-member Arkansas Game and Fish Commission.

Compensation will be commensurate with qualifications and experience. The Director is authorized the use of an Agency-owned vehicle and various expense allowances; participates in the Arkansas Public Employees Retirement System; and is eligible for state employee benefits of sick, annual, and holiday leave, as well as life and health insurance and other optional benefits. The AGFC Headquarters is in Little Rock, Arkansas.

Minimum qualifications for this position are a baccalaureate degree with significant experience in the management and operation of a public regulatory or conservation agency, or similar organization. Preferred qualifications include having a graduate level degree in a related field, plus a total of 15 years of experience in the administration of conservation or natural resources programs or services at the highest levels of responsibility (such as positions of Division Chief, Assistant / Deputy Director, Agency Director, or organizational equivalent). An expanded description of the position is attached.

### AGFC BACKGROUND

AGFC is the fish and wildlife conservation and regulatory agency for the State of Arkansas. It was created in 1915 but it was not until the passage of Amendment 35 in 1944 that the Commission gained the power to enact lasting wildlife regulations. The Amendment established the Commission's responsibility and authority for the "control, management, restoration, conservation and regulation of bird, fish, game and wildlife resources of the State." The Commission is governed by eight Commissioners. Seven are appointed by the Governor, one each July, to serve terms of seven years. The eighth "ex officio" member is the Chairman of the Biological Sciences Department at the University of Arkansas.

The Commission is vested with the exclusive authority and responsibility to manage and regulate all of the wildlife resources of Arkansas. This responsibility pertains to nongame species, as well as to game species, of fish and wildlife. AGFC manages 600,000 acres of lakes, 100,000 miles of rivers and streams, 3,000,000 acres of land, 7 fish hatcheries, 28 local and regional offices, and over 600 employees. Arkansas is 33,300,000 acres in size (3,000,000 of which are in National Forest) and home to over 3 million people.

AGFC has an \$88,000,000 annual budget. The Agency's revenue sources are 35% dedicated Conservation Tax, 30% license and fees, 26% Federal monies, and 9% other funds. The Agency does not rely on any general revenues from the State. The Agency's expenses are approximately 51% personnel related. The Agency's operational budget is 35% Wildlife, 17% Education, 16% Administrative/Other, 11% Fisheries, 10% Operations, 8% Enforcement, and 3% Communications.

Hunting, fishing, wildlife viewing, and outdoor recreation are highly valued activities, enjoyed by a majority of Arkansans. These activities also drive a thriving tourism industry. Last year AGFC sold 477,058 fishing licenses (72% resident, 28% non-resident) and 312,519 hunting licenses (78% resident, 22% non-resident).

Arkansas Game and Fish Commission was honored for its efforts to inform the public about chronic wasting disease. During its annual meeting, the Association of Fish and Wildlife Agencies awarded the AGFC the prestigious 2016 Ernest Thompson Seton Award. The award goes to the agency that promotes the scientific management of wildlife resources by bringing to the public's attention the benefits of scientific wildlife management. It also recognizes the agency that has taken a strong position in support of the integrity of its program.

The link below will take you to a selection of our YouTube videos that include "A Century of Conservation", "AGFC 2016 Response to Chronic Wasting Disease", "Education on the Wild Side" and other videos that highlight our agency.

<https://www.youtube.com/watch?v=rEXz29ayl0M&index=8&list=PL3rlRKv4Y6n7I4IOjXEX79d38otyNBxwC>

## **AGFC ORGANIZATIONAL STRUCTURE**

The Commission elects and employs its Director, whose maximum annual salary is set by the Legislature. The Director serves as chief executive officer of the agency and exercises such duties and authority as may be prescribed by the Commission. The Director's performance is evaluated each year by the Commission. The Agency's management includes a Deputy Director, two Assistant Directors, and thirteen Division Chiefs. The Director evaluates the performance of these senior staff each year in consultation with the Commissioners. Arkansas is an "at-will" employment state.

## **AGFC DIRECTOR DUTIES AND AUTHORITY**

The Director supervises all Agency personnel; recommends and enforces Commission regulations and policies; oversees licensing; prepares and carries out annual fiscal budgets and disbursements; purchases, acquires, or disposes of real and personal property; procures insurance; executes or terminates contracts; prosecutes or defends lawsuits; interacts and

cooperates with state officers, the legislature, and other government entities; and executes the general administrative functions of the Agency on a day-to-day basis on behalf of the Commission, all of which are subject to final approval or disapproval by the Commission members. The Director has the following specific areas of responsibility:

- Business operations
- Information technology
- Human resources
- Construction/engineering/real estate
- Fiscal management
- Legal
- Science technology operations
  - Wildlife management
  - Fisheries management
  - Research and compliance
  - Geographic information systems
- Education operations
- Training and Outreach Programs
- Communications
- Enforcement operations
- Regulation management
- Cooperative operations
- Government relations
- Federal programs management
- Local / regional partnership development

## **APPLICATION AND SELECTION PROCESS**

Application for the Director position must be made through the submission of a resume, cover letter and transcript.

The Commission has designated its Personnel Committee to conduct the search and screening process. The Personnel Committee anticipates a review of the applicants culminating in the recommendation of a set of finalists. The finalists will be scheduled for selection interviews with the Personnel Committee meeting in Executive Session. The Personnel Committee subsequently will present its recommendations to the Commission in a regular monthly meeting or special meeting called for the purpose of electing the Director. The candidates will be voted on in order of their ranking and the first candidate to receive a majority vote of the full Commission will be offered the position.

## **APPLICATION DEADLINE**

Required documents should be submitted to the following address. Applicants will be considered until such time as a director is seated by the Commission.

By postal mail to:

AGFC Human Resources  
2 Natural Resources Drive  
Little Rock, AR 72205

By e-mail to:

[resume@aqfc.ar.gov](mailto:resume@aqfc.ar.gov)

Envelopes or e-mails must be clearly marked or referenced with "**AGFC Director Vacancy.**"

*The Arkansas Game and Fish Commission is an equal opportunity employer.*

## **AGFC EXECUTIVE DIRECTOR**

### ***Job Description***

The Arkansas Game and Fish Commission (AGFC) Executive Director reports to, and serves at the pleasure of, the eight-member Commission, which has as its mission to conserve and enhance Arkansas's fish and wildlife and their habitats while promoting sustainable use, public understanding and support.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

Implements policies, rules, regulations, and laws under the authority of the Commission and applicable legislation.

Supervises 600-plus employees and directs the Agency in administering and monitoring regulated activities in compliance with applicable laws and regulations.

Develops, plans, organizes, and administers Agency policies and procedures to ensure that administrative and operational objectives are met.

Directs and coordinates activities of Agency employees to ensure continuing operations, maximize return on investments, and increase productivity.

Consults with staff and others in government, business, and private organizations to discuss issues, coordinate activities, and resolve problems.

Negotiates contracts and agreements with federal and state agencies and other organizations, and prepares budgets for funding and implementation of programs.

Reviews and analyzes legislation, laws, and public policy, and recommends changes to promote and support the mission of the Commission.

Coordinates with the Governor's Office, the General Assembly, the Arkansas Congressional delegation, and other state agencies and authorities in the development and adoption of legislation, funding, and implementation and enforcement of law.

Represents the Agency and State in discussions, negotiations, and partnerships with federal, regional, and conservation organizations.

Prepares, reviews, and submits reports concerning activities, expenses, budget, government statutes and rulings, and other items affecting the operation of the Agency.

Develops, directs, and coordinates testing, hiring, training, and evaluation of staff personnel.

Plans, promotes, organizes, and coordinates public community programs and maintains cooperative working relationships among public and Agency participants.

Delivers speeches, writes articles, and presents information at meetings or conventions to promote services, exchange ideas, and accomplish objectives.

Regular in-state travel and occasional work other than normal office hours are required.

## **KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of the theories, principles, techniques, and strategies of fish and wildlife control, management, restoration, conservation, and regulation.

Knowledge of state / federal laws, rules, statutes, and regulations governing environmental protection, boating, endangered species, wildlife, fisheries, migratory birds, search and seizure, and adjudication processes, as related to legal application and public safety.

Knowledge of the principles and practices of organizational management and public administration.

Knowledge of the principles and practices of budget administration with special reference to governmental procedures, practices, and objectives.

Knowledge of the theories, principles, techniques, strategies, and legal implications of established law enforcement practices and human resource management.

Ability to plan work objectives and operational activities, and to assign and direct the work of subordinate supervisors.

Ability to participate in and lead groups in problem-solving activities.

Ability to develop monitoring systems for projects and/or programs to measure successes, failures, and develop solutions to problems.

Ability to communicate effectively both orally and in writing and convey complex thoughts and processes clearly and concisely.

## **MINIMUM QUALIFICATIONS**

To receive consideration, candidates must possess a baccalaureate degree from an accredited institution of higher education in a field related to natural or environmental sciences or in public or business administration, or in another field instrumental to the operation of a conservation or public natural resource organization and have significant experience in the management of conservation or natural resources programs at progressively more responsible levels, preferably as a Division Chief, Assistant / Deputy Director, Agency Director, or organizational equivalent.

Experience will be evaluated based upon its relationship to the typical duties and responsibilities listed above. Additionally the applicant's experience will be considered as it relates to the AGFC mission, as described in the AGFC BACKGROUND section. The evaluators will be rating each candidate in the specific areas of responsibility described under the AGFC DIRECTOR DUTIES AND AUTHORITY section.

## **PREFERRED QUALIFICATIONS**

Advanced qualifications include having a graduate level degree in a related field, plus a total of 15 years experience in the administration of conservation or natural resources programs or services at the highest levels of responsibility (such as positions of Division Chief, Assistant / Deputy Director, Agency Director, or organizational equivalent).

## **CONFIDENTIALITY**

The Commission intends to treat all applications as confidential to the full extent permitted by Arkansas law. Applications, once filed, may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

*The Arkansas Game and Fish Commission is an equal opportunity employer.*