



# ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders  
Governor

1 Natural Resources Drive, Little Rock, AR 72205  
agriculture.arkansas.gov  
(501) 225-1598

Wes Ward  
Secretary of Agriculture

## AN EQUAL OPPORTUNITY EMPLOYER JOB OPPORTUNITY

**March 5, 2025**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p><b>Agri Program Manager</b></p> <p><b>Arkansas Department of Agriculture Plant Industries Pulaski County/Little Rock</b></p> <p><b>Hiring Authority:</b> Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6328 E-mail: <a href="mailto:mike.stage@agriculture.arkansas.gov">mike.stage@agriculture.arkansas.gov</a></p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: <a href="http://arcareers.arkansas.gov">http://arcareers.arkansas.gov</a></p>	<p>Entry Level Salary: \$45,010</p> <p>Grade GS08</p> <p>Positions #22087993 Req ID #47573</p>	<p><b>Open Until Filled</b></p>

### 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:

- 3 years' experience with Arkansas Agriculture and the Arkansas Seed Industry.

- Experience with the management of Certified Seed.
- Ability to interpret laboratory seed results for certification purposes.
- Experience analyzing invoice data and generating invoices.
- Experience with Microsoft Access database management.