



Sarah Huckabee Sanders  
Governor

# ARKANSAS DEPARTMENT OF AGRICULTURE

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(501) 225-1598



Wes Ward  
Secretary of Agriculture

## AN EQUAL OPPORTUNITY EMPLOYER

### JOB OPPORTUNITY

April 23, 2025

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<b>Executive Assistant to the Director</b>  <b>Arkansas Department of Agriculture Administration Pulaski County/Little Rock</b>  <b>Hiring Authority:</b> Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6362 E-mail: <a href="mailto:alex.johnston@agriculture.arkansas.gov">alex.johnston@agriculture.arkansas.gov</a>  Standard State of Arkansas employment application required.  Apply on line: <a href="http://arcareers.arkansas.gov">http://arcareers.arkansas.gov</a>	Entry Level Salary: \$40,340  Grade GS07  Positions #22094775 Req ID #48833	<b>Open Until Filled</b>

### STATE'S MINIMUM QUALIFICATIONS:

#### Education/experience requirements:

- The equivalent of a bachelor's degree in business administration, office administration, communication, public relations, or a related field.
- Two years of experience in office or program administration, public relations, or a related field.
- One year in a supervisory or leadership capacity.

#### Knowledge of:

- Supervisory practices and procedures.
- The operation of a professional services office.
- Administrative and office management.

#### Ability to:

- Supervise a medium-sized administrative support staff.
- Develop and implement office policies and procedures.
- Prepare financial and statistical reports.

#### Skill in:

- Microsoft Office.

**Preferred Qualifications:**

- The Executive Assistant to the Secretary of the Arkansas Department of Agriculture is responsible for managing the Secretary's daily schedule, coordinating meetings, and prioritizing time-sensitive requests. This role handles all aspects of travel planning and reimbursement processing in compliance with state guidelines. The assistant prepares and organizes briefing materials for meetings, events, and legislative engagements, ensuring accuracy and timeliness. They oversee the flow of documents requiring the Secretary's attention, maintain efficient workflows for approvals, signatures, and record keeping. Acting as key liaison, the assistant facilitates communication between the Secretary's office, staff, stakeholders, and external partners to support effective operations and follow-through on departmental initiatives.