



ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders
Governor

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Wes Ward
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER JOB OPPORTUNITY

May 24, 2024

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Grants Manager (Marketing)</p> <p>Arkansas Department of Agriculture Administration Pulaski County/Little Rock</p> <p>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</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://arcareers.arkansas.gov</p>	<p>Entry Level Salary: \$50,222</p> <p>Grade GS09</p> <p>Positions #22163047 Req ID #40227</p>	<p>Open Until Filled</p>

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:

- 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.