

# OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division (Headquarters):

## ADMINISTRATIVE PROGRAMS OFFICER, E12A

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000369

ANNOUNCEMENT NUMBER: 14-25

**Level:** 1  
**Salary Band:** J  
**Monthly Salary:** \$3,143.08  
**Work Location:** 2800 N. Lincoln Boulevard, Oklahoma City, OK  
**Supervisor of Position:** George Geissler, Forestry Services Director  
**Posting Date and Time:** Wednesday, September 17, 2014 at 8:00 a.m.  
**Application Deadline:** Tuesday, September 30, 2014 at 5:00 p.m.  
**Position Profile attached**

**Applicant Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Human Capital Management Division.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- ❖ A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address and a daytime telephone number where you may be reached)
- ❖ A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- ❖ A copy of their most recent Performance Management Process (PMP) and leave balances
- ❖ A résumé (including three professional references)

**Application materials should be submitted by mail to:** Human Resources Application Services, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK. Application materials must be received by Human Resources personnel no later than 5:00 p.m. on September 30, 2014. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** George Geissler at (405) 522-2295.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* An Equal Opportunity Employer and Provider \*\*\*\*\*

# Position Profile

## Administrative Programs Officer I, E12A

### **BASIC PURPOSE:**

Positions in this job family are assigned responsibilities involving professional level work in managing, coordinating or directing a major phase of a comprehensive or specialized operating program, providing staff services in various management areas, direction of a major operating division, program, unit, or functional area, or similar responsibilities.

With Forestry Services Division this includes serving as an operating program manager assigned administrative, staff, or program responsibilities, coordination, promotion, and improvement of programs, providing services in the areas of formulating agency policies or operating procedures, preparing agency budgets, fiscal management, human resources administration, physical plant operations, or other management functions, supervising specialized agency services, performing highly technical managerial or administrative support duties for executive level positions, or directing and coordinating volunteer or educational programs, and other comparable responsibilities.

### **FUNCTIONS:**

At this level employees are assigned responsibilities which are limited in size or scope involving the supervision, direction, management, coordination, or implementation of various programs or functions within an agency. This may include professional or supervisory level work with responsibility for an important component of a comprehensive or specialized operating program, providing services in a variety of management areas such as formulation of agency policies, budget preparation, physical plan operations, or personnel and fiscal management, or performing highly specialized executive level administrative support functions and activities.

The functions of this position may include the following:

- Plans, organizes and/or directs a component of an agency or institutional program or a major division, program, or function established to accomplish a basic goal or mission of the agency.
- Interprets and advises agency personnel and the general public on departmental rules, regulations and laws governing the operation of the agency, division or department program.
- Prepares administrative, statistical and/or fiscal documents pertaining to departmental activity.
- Provides supervision or direction to assigned staff in planning, promoting, and implementing programs in accordance with agency policies and goals.
- Advises on future resource requirements, priorities for programs and activities; estimates timetables for accomplishing assigned activities; develops policies, rules, and regulations consistent with state and federal laws pertaining to the administration of programs.
- Plans, develops and conducts training, seminars, meetings, or clinics as required; represents the agency at meetings, seminars, and conferences.
- Drafts policies and procedures, and develops contract or grant proposals.
- Reviews proposed legislation and recommends changes; may act as legislative liaison.

**Knowledge, Skills and Abilities** required at this level include knowledge of the methods of organization and management; of public administration; of agency policies and procedures; of grant or contract program requirements; of the legislative process; of basic research and statistical techniques; and of federal and state laws and regulations relating to administration of assigned programs. Ability is required to establish and maintain effective working relationships with others; to communicate effectively, both orally and in writing; to establish and develop training programs; to exercise good judgment in analyzing situations and making decisions; and to organize and present facts and opinions.

**Education and Experience** requirements at this level consist of a bachelor's degree and one year of professional or technical administrative\* experience in business or public administration; or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the required education.

\*Technical administrative experience would include highly complex clerical work gained under the direct supervision of a professional supervisor or manager.

