



POSITION VACANCY ANNOUNCEMENT

September 29, 2009

Closing Date: October 12, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on October 13, 2009).

Title: ADE PROGRAM ADMINISTRATOR

Position Number: 2208-2909

Grade: C124

Central Administration

DUTIES:

This is an important position that calls for specialized and responsible work involving the consistent exercise of discretion and independent judgment in its performance. Work requires a confidential capacity to assist and support the Commissioner of Education. Work circumstances are highly visible and involve administrative and supervisory responsibilities.

The ADE Program Administrator works closely with the ADE Commissioner, Deputy and Assistant Commissioners, managers, coordinators, supervisors, staff, regional, development, state board and state directors to set annual goals, track organizational and program development across the state. This position will be a liaison in trainings throughout the agency and the total vision. The ability to establish and maintain cooperative relationships with those contacted in the course of the work; speak and write clearly and effectively; learn educational operating policies and procedures; convey information, orally or in writing, to a variety of educators and others in understandable and precise terms; plan, direct, and coordinate the work of others; analyze administrative problems and make appropriate recommendations; participate effectively in conferences and interviews; make accurate mathematical computations; compile budget estimates.

The ADE Program Administrator will interact with all levels of management throughout the state, both inter and intra, necessitating tact, diplomacy, discretion and good judgment. Other responsibilities may include maximizing efficiency by collecting and organizing a large amount of written and electronic information; producing drafts and final versions of documents and correspondence; coordinating internal meetings; preparing meeting materials/arrangements, presentations; and handling all personal business matters in order to allow extended optimum effort toward the management of ADE business.

The successful candidate will provide high-level administrative support to the office of the Commissioner, managing the administration of the office and representing the office in a highly polished and professional manner. This individual must be a highly motivated, highly organized, self-directed individual, who can handle a variety of sensitive matters in a professional, mature, discrete manner, have excellent interpersonal skills, well-honed writing skills and the ability to build professional relationships. Ability to work independently and as an effective and engaged team member in a fast-paced environment is critical. Strong initiative and follow through is essential.

SPECIAL REQUIREMENTS:

A minimum of ten (10) years as an administrative professional with experience in supporting executive level managers is required. Have proven experience in the handling of confidential and sensitive information. Advanced knowledge of Microsoft Word, PowerPoint, Excel and Outlook required. Must possess excellent organization skills and have a high attention to detail with a desire to get the job completed accurately and in a timely manner.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in education, administration, business administration, or a related field; plus six years of experience in a public school district, including two years in a supervisory or leadership capacity; additional requirements determined by the agency for recruiting purposes require review and approval by the Office Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. **Visit our website at Arkansased.org or www.arstatejobs.com.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.