



## Position Vacancy Announcement

August 4, 2008

**Closing Date: August 15, 2008**

(Position will close after ten working days from date of listing or until filled. Application review will begin on August 18, 2008).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2208-2686**

**Grade: 21**

**Arkansas Public School Computer Network (APSCN)**

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### **DUTIES:**

This position will be responsible for supervising school districts in the Arch Ford Education Service Cooperative area and surrounding areas using the APSCN Financial Management System (FMS). This position will also provide technical assistance, support and training to users of the automated FMS; provide training and support to districts submitting data on the statewide reporting system to the Arkansas Department of Education and for creating and running reports through the statewide Data Warehouse using Cognos reporting tools. **This position will be housed at the Arch Ford Education Service Cooperative in Plumerville, Arkansas.**

### **SPECIAL REQUIREMENTS:**

Knowledge of school fund and government accounting principles required; extensive in-state travel is also required.

### **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.

### **Office of Personnel Management Minimum Qualifications:**

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or a related field; plus three years of experience in the area of education, teaching in a related area of work to be performed, public school administration, or a related field. Other job-related education and/or experience may be substituted for all or part of these basic 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 <http://www.arstatejobs.com> or [ArkansasEd.org](http://ArkansasEd.org).** 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.