



Administration Officer POSITION DESCRIPTION

1. TITLE

Administration Officer

2. LEVEL

Between Levels 3 to 4 of the LGIA 2020 (IA)

3. DEPARTMENT/SECTION

Corporate Services
Works

4. POSITION OBJECTIVES

4.1 Objectives of the Position

- Undertake administrative functions of the Shire and Works Department
- To provide competent, efficient and confidential administrative support to Senior Staff.
- Assist with managing allocated projects, activities and programs within time, cost and quality parameters including Roads to Recovery and Regional Road Group programs.

4.2 Within Division

- Provide clerical/administrative support related to the customer service and works and services job functions.
- Provide information and cashier services to Council's customers.

4.3 Within Organisation

- Develop skills and gain experience in all facets of a Local Government Office while assisting other staff.

5. REQUIREMENTS OF THE POSITION

5.1 Skills

- Exceptional customer service skills.
- Sound numeracy skills.
- Sound computer skills.
- Developing time management and organisational skills.
- Developing written and verbal communication skills.

5.2 Knowledge

- Knowledge of the Shire of Trayning's Code of Conduct
- An understanding of the Council's policies.
- Working knowledge of the Occupational Health & Safety requirements.
- Knowledge of local government systems and processes
- A sound understanding of the importance of maintaining a high level of integrity and confidentiality

6. KEY DUTIES/RESPONSIBILITIES

Administration

- First in line to answer incoming phone calls (ideally within 3 ring cycles) and direct calls to their destination giving accurate details.
- Provide support in the production of correspondence, reports and various documents.
- Provide Secretarial Services to sporting and community groups.
- Assist with Records Management.
- Carry out First Aid Kit restocks
- Receipting of all incoming monies and when required perform end of day till balancing.
- Process Accommodation Bookings for Caravan Park and ShortStays.

- Assist with Police Licensing Customer Counter transactions and licensing enquiries.
- Assist with the production and printing of the Ninghan Newspaper when required.
- Assist with Daily town run to collect the mail, newspapers, milk & sundry items when required.

Works and Services

- Responsible for records management of Works and Services Department.
- Prepare agenda / minutes of Toolbox Meetings
- Order uniforms according to Council Policy
- Record work requests and ensure that they are being progressed
- Ensure that plant files are maintained and up to date
- Maintenance of the Plant Inspection Spreadsheet & compiling of associated reports
- Reconciling fuel sheets and updating fuel allocation journals at the end of each month
- Reconciling of plant hours each month
- Other duties consistent with the level of this position and the principals of broad banding.

7. ORGANISATIONAL RELATIONSHIPS

7.1 Responsible To:

Chief Executive Officer
 Manager of Corporate Services
 Manager of Works

7.2 Internal and External Liaison

Internal

Chief Executive Officer
 Manager of Corporate Services
 All other staff

External

Members of the Public/Ratepayers
 Councillors
 Various Business Organisations

8. EXTENT OF AUTHORITY

- Authority of position is limited.
- Works under direct supervision within established guidelines.

9. SELECTION CRITERIA

9.1 Essential

- Exceptional customer service skills.
- Sound numeracy skills.
- Sound computer skills with Desk Top Publishing experience.
- Developing time management and organisational skills.
- Developing written and verbal communication skills.
- Completion of Year 10 or equivalent with passes in English and Maths.
- Current "C" Class Drivers License.

9.2 Desirable

- Basic knowledge of the local community.
- Relevant experience in a similar reception or clerical position.

Employee Signature: _____ Date: _____

Employee Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Name: _____