



POSITION DESCRIPTION

ADMINISTRATION/LIBRARY OFFICER

Vacant

POSITION DESCRIPTION

1. TITLE:

Administration/Library Officer

2. LEVEL:

Local Government Industry Award (2010), as amended

3. DEPARTMENT/SECTION: Administration

4. POSITION OBJECTIVES:

4:1 Objectives of Position:

To provide administration support for all staff in the operation of the Shire's administration and library service.

Maintain an accurate records management system of all correspondence.

Provide customer service support at the front counter including Department of Transport licensing functions.

4:2 Within Organisation:

Provide reception, mail, records management, cash receipting services, public enquiries, DOT licensing and operate the library service.

Relief processing of payroll function.

5. REQUIREMENTS OF THE JOB:

5.1 Skills

Word processing skills.

Basic time management and organisation skills.

Public relations skills.

Telephone/reception skills.

Basic numeracy skills.

5.2 Knowledge:

Sound knowledge of word processing/typing work practice.

Working knowledge of the English language including spelling, grammar and vocabulary.

Developing knowledge in preparation of agendas/minutes for meetings.

Developing knowledge in the operation of library service.

5.3 Experience:

Desirable

At least one year experience in an Administration position plus reception experience.

Experience with Synergy Soft computer system.

5.4 Qualifications and/or Training

No formal qualifications required.

Desirable

Good grounding in office procedures and practices.

Completion of Year 10 certificate with English and maths.

6 KEY DUTIES/RESPONSIBILITIES

Data Input/Payroll

Assist with the processing of daily time sheets and preparation of salaries and wages on a fortnightly basis, in accordance with relevant awards. Process Shire payroll in absence of Finance Officer as required.

Licensing

Process and assist with Department of Transport licensing queries and payments including learner driver exams, license renewals etc.

Mail and Filing

Maintain and perform all aspects of the electronic records management system for incoming, outgoing and internal correspondence.

Maintain postal remittance book.

Library

Process memberships, requests, exchanges, lost/damaged books, overdues etc.

General Duties

First Point of Call for Telephone and library duties.

Distribute, balance and recoup petty cash.

Assist with catering and general arrangements for Council and/or related meetings.

Deliver banking on a daily basis.

Assist with procurement (Creditors), Website & LED sign messaging

Other duties as directed.

7 ORGANISATIONAL RELATIONSHIPS:

7:1 Responsible to:

Chief Executive Officer and Senior Staff

7:2 Supervision of:

Deputy Chief Executive Officer

7:3 Internal and External Liaison:

Internal

Chief Executive Officer, Deputy Chief Executive Officer, all other staff and Councillors.

External

General public, Visitors, Ratepayers, customers.

8 EXTENT OF AUTHORITY:

Works under regular direction and work outcomes monitored.

9. SELECTION CRITERIA:

Essential

General administration support skill including word processing skills and experience.

Working knowledge of Microsoft Products

Public relations and communications skills

Reception and telephone skills

Numeracy skills

Hold a current "C" class (previously "A" class) MDL.

Desirable

Experience in library operations

Previous local government experience

Knowledge of the local area

Knowledge with Synergy Soft computer system

Knowledge of Department of Transport Licensing