



POSITION DESCRIPTION

Position Title:	ADMINISTRATION OFFICER (PART TIME)
Position No.	20210029
Department:	Corporate Services (Please note this position may be required to assist in other departments in accordance with the needs of Council.)
Main purpose of the role:	Assist in the delivery of Council's customer service and administrative functions to ensure their efficient and effective delivery across Council.
Reports to:	Chief Financial Officer
Subordinate Staff:	Not applicable
Hours of work:	9.00am to 5.00pm on Friday, plus relief as required.
Salary Grade:	Grade 8
Disclosure of Interest: Is the position required to complete a Disclosure of Interest Form (clause 4.18 of Council's <i>Code of Conduct for Council Staff</i>)	No
Last reviewed:	October 2021

KEY RESPONSIBILITIES AND DUTIES

- Assist in the delivery of Council's customer service and administrative functions to ensure their efficient and effective delivery across Council
- Processing and receipt of payments made to Council.
- Provide relief to cover absences of Customer Service and Administration Officers as required.

- Collaborate with and support other departmental Administration Officers to assist with workload management and to cover absences.
- Respond proactively to customer service requests.
- Assist with all aspects of Council's records management systems.
- Actively participate in team development to promote improvement in Council processes and procedures and help Council achieve its objectives.
- Undertake duties in a safe and orderly manner and work within work health and safety guidelines.
- Undertake training as required.
- Perform other duties as required.

SELECTION CRITERIA

- Excellent customer service skills with demonstrated experience in a similar position including cash handling, preparation of daily banking and reception duties.
- Well-developed computer skills including word processing, spreadsheet and database skills and demonstrated knowledge of the Microsoft Office suite of products.
- Demonstrated commitment to the provision of quality customer service.
- Demonstrated experience in the use of electronic records systems.
- Well-developed organisational skills with the ability to meet deadlines and work under pressure.
- Demonstrated ability to cooperate with other staff in a team environment and contribute to team outcomes.
- Demonstrated knowledge of work health and safety responsibilities and a commitment to assist in the provision of a safe workplace.
- Sufficient knowledge of the Blayney Shire and the services and functions of local government.
- Current drivers licence.