

# POSITION SUMMARY

## MANAGER COMMUNITY SERVICES' ASSISTANT (460)

<b>Directorate</b>	Cultural and Community Services
<b>Section</b>	Community Services
<b>Classification</b>	Band 2, Level 1, Grade 4
<b>Position Status</b>	Permanent full time
<b>Commencing Salary Range</b>	\$940.70 - \$988.35 per week (further salary progression available)
<b>Reports to</b>	Community Services Manager
<b>Direct Reports</b>	N/A
<b>Work Location</b>	Civic Centre

### Position Purpose

The position of Manager of Community Services' Assistant is required to provide administrative support to the Manager of Community Services and the staff of the Community Services section.

### Key Responsibilities

- To provide secretarial and administrative support to the Manager of Community Services, the Community Services section and on occasion, the Director of Cultural and Community Services.
- To provide administrative support to Council's Community Services committees and groups
- Administer and support the organisation of Community Services projects, activities, functions, events and meetings
- To coordinate special and/ or ongoing projects/ programs/ activities as required
- Administration of communications and correspondence.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Certificate in Office Administration or equivalent
- Minimum three to five years experience
- Typing speed of 60 words per minute
- Excellent customer service skills
- Sound knowledge in administration systems and procedures, and proficiency with office technology
- Excellent written and oral communications skills
- Ability to maintain confidentiality
- Experience in updating/ maintaining databases and registers
- Good research and analytical skills with the ability to source information and interpret data
- Able to take on a high level of responsibility
- Current Drivers Licence.

### Desirable

- Previous experience in Local Government
- Skills in business letter writing and report preparation.

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

## Employment Conditions

- 37.5 hours per week
- Hours of work are 8.30am to 4.45pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave pro rata
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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