

POSITION DESCRIPTION	
Title:	Administration Officer – Depot
Group:	Services
Reports to:	Team Leader Depot Administration
Grade:	10
Hours:	35 hours per week
Vehicle:	No
Position Code:	
Date Developed:	May 2015
Position Purpose	
To provide administrative services the Depot Administration team and Services Section of Council.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Qualification in Office Administration or equivalent discipline • Demonstrated experience with a strong customer service focus to communicate effectively with a wide range of people including internal and external customers • Ability to multitask, organise and prioritise work duties in a high volume environment • Excellent working knowledge and use of Microsoft Office suite of software • Working knowledge of a records management and database system; eg Technology One Suite, Intramaps, ECM • Ability to work in a team environment with the ability to work with minimum supervision • Demonstrated proficiency in data entry skills • Ability to quickly learn new computer software applications • Current C Drivers Licence <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Local Government Experience 	

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- To provide efficient administrative support for all sections of the Services groups which are, Admin Office, Workshop, Building, Civil, Cemeteries, Fleet, Boilermakers, Nursery, Trees, Parks, Mowing, Stadium, Beaches, Pools
- To provide basic IT support to all sections of the Services Group
- To provide timely and courteous delivery of customer service to both internal and external customers through, telephone, over the counter and written enquiries
- To maintain the Works Depot's Customer Request from task list in ECM for all groups and emails from Depot Admin
- A working knowledge of the Technology One Suite of programs
- Word Processing, spreadsheets and Investigative work using Councils property systems as required
- General administrative duties including distribution of incoming mail and office duties
- Record management of Services digital images as required
- Accurate and timely maintenance of Council records, using various computer based information systems.
- To relieve the Senior Administration Officer when required

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

Organisational Values

- Apply and demonstrate Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability.