
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 **TITLE:** Administration Officer
- 2.0 **AWARD:** Queensland Local Government Officers' Award 1998
- 3.0 **LEVEL:** As Negotiated
- 4.0 **DEPARTMENT:** Corporate Services and Governance
- 5.0 **LOCATION:** Bedourie
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6.0 POSITION OBJECTIVES

a) Objectives of Position

- Processing of incoming invoices and monitoring of payment of invoices under the creditors function.
- Management of Council's electronic records management system.
- To continually improve the quality of service and operating systems of the Council.
- Administration support to senior officers.
- Provision of effective customer service.
- General administrative duties.

b) Within Section

- Solely responsible for the creditors function of Council.
- Solely responsible for the records management function of Council.

c) Within Organisation

- Embracing the Diamantina Shire Council culture in which staff anticipate and deliver services in a responsive manner.
 - Supporting organisational development and continuous improvement initiatives.
 - Ensuring a positive and community focused image of Council is created through service delivery.
 - Recognising the importance of the 'internal and external' customer as vital in developing sound customer relationships.
 - Ensuring Workplace Health and Safety and Human Resource Management procedures and practices are adhered to in line with organisational requirements.
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7.0 REQUIREMENTS OF THE JOB

a) Skills

High level skills in –

- Demonstrated interpersonal and communication (written and verbal) skills.
 - Demonstrated problem solving, research and organisational skills.
 - Demonstrate willingness to work as a team to ensure the meetings run effectively and efficiently.
 - Excellent customer service skills and high level of personal presentation.
 - An ability to manage a variety of complex tasks concurrently.
 - Ability to work unsupervised.
 - Ability to supervise others.
 - Ability to work as a team member and contribute to team outcomes.
 - Excellent computer skills.
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b) Knowledge

Sound knowledge of –

- Knowledge of work activities performed within Council's general financial activities.
- Knowledge of general administration duties including customer service and money handling.
- Knowledge of operation and use of Practical Computer Services financial suite of programs.
- Knowledge of operation and use of Microsoft Office suite of applications.
- Basic understanding of the operation and role of Local Government in Queensland.
- Knowledge and use of electronic records management software.
- The Public Records Act 2002.
- Information Standard 40 – Recordkeeping
- Information Standard 31 – Retention and Disposal of Public Records

Broad knowledge of –

- Council's Workplace Health and Safety requirements.
- The Local Government Act 1993.
- The Local Government Finance Standard 2005.

c) Experience and/or Qualifications

- Previous relevant experience in a similar position including relevant experience in customer service, administration, general financial activities and records management.
- Ability to undertake and meet the key duties/responsibilities of the position.
- Current Queensland 'C' Class Drivers Licence.

8.0 KEY DUTIES / RESPONSIBILITIES

a) Finance/Administrative Duties

- Carry out all duties required for the effective performance of the creditors function.
- Provide high level skills in preparing reports and prepare correspondence and other relevant actions arising out of the Council's decisions.
- Work across a wide variety of administration tasks and determine and meet priorities with the ability to work under pressure while meeting deadlines within these tasks.
- Provision of effective customer service.
- Provide administrative support to senior officers when required.
- Demonstrate high level of interpersonal, written and communication skills.
- Provide regular input at staff meetings.
- Other duties as directed by supervisor and/or Chief Executive Officer.

b) Records Management Duties

- Carry out all duties required for the effective performance of Council electronic records management system.

9.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Deputy Chief Executive Officer

Internal Liaisons: All Council Departments

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

10.0 EXTENT OF AUTHORITY

As per Council's Organisational Structure

Prepared by: Henry Wallace
Deputy Chief Executive Officer

Date Issued:

Occupant: VACANT

Supervisor: Henry Wallace
Deputy Chief Executive Officer

Approved by: Scott Mason
Chief Executive Officer

Reviewed: Scott Mason
Chief Executive Officer

Date:
