



**Position Description
(Including selection criteria)
April 2021**

Casual Corporate & Community Services Officer

Shire of McKinlay
PO Box 177 Julia Creek 4823
Telephone: (07) 47 467 166
Facsimile: (07) 47467 549
Email: employment@mckinlay.qld.gov.au

INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 67 with an annual budget of \$25m

Position Description

Administration Officer

Title: Casual Corporate & Community Services Administration Officer

Division: Corporate & Community Services

Salary Package

Award: Level 1 Queensland Local Government Industry (Stream A) Award
– State 2017

Reports to: Community Services Team Leader

Position Objectives:

a) Objectives of Position

- To perform the various administrative and other duties associated with the Corporate & Community Services departments at Council.

b) Within Organisation

- To contribute to the efficient and productive operation of McKinlay Shire Council.

Organisational Relationship

a) Accountable Supervisor:

- Community Services Team Leader

b) Liaises with:

- Staff Members in relation to duties allocated
- Directors
- External Organisations

c) Supervises:

- Nil

Duties & Responsibilities

Assist the Director and Team Leaders of Corporate & Community Services

- Assist the Corporate & Community Services Director and Team Leaders in duties as directed.

Relieve Corporate Administration Officers

- Ensure the integrity of Councils Rates and Debtors system;
- Process Councils debtors invoices, answer Debtors queries;
- Prepare end of month reports for Rates and Debtors;
- Maintain Councils Rates Cards with updated information, assist to levy the rates bi-annually;
- Maintain correct Creditor information of all accounts;
- Ensure the integrity of Councils Creditors system;
- Perform the functions of Accounts payable as per Councils policies and procedures;
- Perform petty cash allocation and reconciliation;
- Provide administrative assistance to the Chief Executive Officer;
- Coordinate staff and Councillors travel and accommodation requirements;
- Prepare Council Agenda and minutes;
- Maintain the Policy register;
- Other duties as directed by the Corporate Services Team Leader
- Recording of all correspondence documents into InfoXpert and assisting records management officer for completion of registration;

Relieve Reception

- Front counter operations including answering phones, taking messages, collecting and opening daily mail, managing venue and equipment bookings;
- Provide administrative support to staff members;
- Daily banking;
- Set up function rooms for meetings;
- Other duties as directed by Corporate Services Team Leader.

Relieve 'At The Creek'

- Assist tourists with the provision of information on attractions, road conditions, directions etc;
- Front counter operations including sale of merchandise, answering phones etc;
- Restocking of brochures as required;
- Feeding of the Julia Creek Dunnart;
- Opening and closing of Information buildings, daily banking;
- Other duties as directed by the Tourism Officer.

Relieve Julia Creek Library

- Front counter operations including library loans and returns, answering phones etc;
- Opening and closing the library including signs and outside furniture;

- Other duties as directed by the Librarian.

Assist CHSP Co-ordinator

- To assist in the delivery of CHSP and Meals on Wheels Services as directed by the CHSP Co-ordinator;
- Support clients with shopping, banking, bill paying, trips to health professionals;
- Assist the delivery of Centre Based care activities;
- Other duties as directed by the CHSP Co-ordinator.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.
- Ensure compliance with Work Place Health and Safety policies and practices adopted in Safe Plan.

Performance Indicators

- Efficient and timely processing of functional roles
- All documents scanned to and filled correctly on InfoXpert
- Customer service skills exercised at high level

Selection Criteria

SC1 Skills:

- Well developed verbal communication and interpersonal skills to effectively work and participate in a team based environment, liaise with a variety of internal staff and provide good customer service.
- Ability to maintain confidentiality at all times
- General data entry skills and time management skills;
- Well developed computer skills including a working knowledge of the Microsoft Office software suite;
- Ability to carry out a wide range of administration duties unsupervised and within set procedures;
- Competency in the use of a variety of office equipment including telephone systems, photocopiers, printers, binding machine.

SC2 Qualifications or Relevant Experience:

- Previous experience working within Local Government desirable but not required;
- Experience in the provision of general administrative duties in a multi faceted workplace;
- Experience with Practical Accounting Package or similar (preferred but not required);
- Experience with InfoXpert record keeping system or similar (preferred but not required).

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act 2011 and Regulations;
- Knowledge of Local Government Act 2009 and Local Government Regulation 2012 beneficial but not essential.