



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

Administration Officer - Reception

Shire of McKinlay

PO Box 177 Julia Creek 4823

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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: Administration Officer - Reception

Division: Corporate Services

Salary Package

Award: Queensland Local Government Industry Award – State 2017 and McKinlay Shire Council Certified Agreement 18-21

Reports to: Corporate Services Team Leader

Position Objectives:

a) Objectives of Position

- To perform at a high level the various administrative and assistant duties assigned within the Community and Corporate Service Departments of the organisation.

b) Within Organisation

- To contribute to the efficient and productive operation of the local government organisation and to maintain and foster a team spirit amongst those in the working environment.

Organisational Relationship

a) Accountable Supervisor:

- Corporate Services Team Leader

b) Liaises with:

- Community and Corporate Staff members
- Community members

c) Supervises:

- Nil

Duties & Responsibilities

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- To welcome all clients/customers to the administration building, answering all incoming calls and redirecting of such calls to the appropriate officer. Taking of messages and passing such messages to relevant officers in a timely manner.

- Collection and sorting of daily mail including emails and facsimiles to Council's reception email address
- Scanning of all correspondence documents into InfoXpert and assisting records management officer for completion of registration.
- Primarily responsible for receipting and banking duties as per Council procedure
- Responsible for the management of Council venue hire including taking bookings, deposits, ensuring access and weekly update sheet for management.
- Responsible for setting up meetings as booked in the boardroom and supper room, including Council meetings.
- Provide administrative support as required to administration staff including completion of purchase orders upon request and assisting the Corporate Services team
- Maintain register of outgoing mail.
- Relieve 'At The Creek' when required
 - Assist tourists with the provision of information on attractions, road conditions, directions etc;
 - Front counter operations including sale of merchandise, answering phones etc;
 - Other duties as directed by the Tourism and Events 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 when required
- Maintain and update Meals on Wheels Register
- Other duties as directed by Supervisor, Chief Executive Officer and Director Corporate and Community Services.

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.
- General data entry skills and time management skills;
- Ability to maintain confidentiality at all times
- Well developed computer skills including a working knowledge of the Microsoft Office software suite;
- Ability to present a positive image of Council
- 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, facsimile machine, binding machine.

SC2 Qualifications or Relevant Experience: Desired

- Previous experience working within Local Government, desired but not essential
- First Aid Certificate
- Working with Children Blue Card
- Experience in the provision of general administrative duties in a multi faceted workplace;
- Experience with Practical Accounting Package, advantageous but not essential
- Experience with InfoXpert record keeping system, advantageous but not essential

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act 2011 and Regulations;
- Knowledge of the Shire attractions and facilities