



POSITION DESCRIPTION
TRIM Number: E09/3635

POSITION: Operations Administration Officer

The VALUES of The Shire Serpentine Jarrahdale

Our decisions, services and allocation of resources will be guided according to the following values;

Communication

Accountability

Trust

Commitment to Service

Honesty

POSITION TITLE	Operations Administration Officer		
DEPARTMENT/SERVICE AREA	Operations and Parks		
DIRECTORATE	Engineering Services		
POSITION ACCOUNTABLE TO	Manager Operations and Parks		
POSITION ACCOUNTABLE FOR:	Position Title	Level	No. Of Subordinates
LIAISES WITH:	Internal: Operations Team Members, and all staff External: Residents, rate payers and general public, Suppliers and contractors, Statutory authorities		
LAST DATE PD REVIEWED:	November 2009		

POSITION SUMMARY

Provides financial and administrative services for the Operations and Parks Team.

2. POSITION CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

SIGNATURE

CHIEF EXECUTIVE OFFICER

DATE

SIGNATURE

EMPLOYEE

DATE

PRIMARY RESPONSIBILITIES

1.

Statement of outcome**KEY RESULT AREAS**

- 1.1 Provides financial and administrative services to the Manager of Operations and Parks
- 1.2 Facilitates the timely delivery of information and resources for the Operations Team
- 1.3 Undertakes purchasing and resource procurement activities
- 1.4 Assists in receiving, interpreting and relaying customer requests
- 1.5 Records plant and materials and allocates as appropriate
- 1.6 Prepares project/program progress reports
- 1.7 Maintains a Operations database of supplier information and prices
- 1.8 Maintains depot stores inventory

2.

Statement of outcome**FUNCTIONAL RESPONSIBILITIES**

- 2.1 Assists with customer enquiries or requests, and relays to appropriate personnel
- 2.2 Issues authorised purchase orders for the procurement of supplies
- 2.3 Maintains all data bases and records of preferred supplier listings on a minimum weekly basis
- 2.4 Checks invoices and prepares for approval and payment
- 2.5 Undertakes costing and financial recording of plant, labour and material allocations
- 2.6 Monitors actual expenditure against budgets
- 2.7 Assists with the monitoring of outsourced activities and contracts for service
- 2.8 Liaises with outsourced agents for contractual and supplies expediency
- 2.9 Disseminates Operational employee information
- 2.10 Assists with current OSH principles and practices
- 2.11 Undertakes other duties as assigned by Manager of Operations & Parks
- 2.12 Undertakes daily filing of hard copies and plans
- 2.13 Undertakes self direction to follow-up activities resulting from enquiries that are not fully resolved and reviews their progress on a minimum weekly basis
- 2.14 Assists with two-way communication link as backup

3.

Statement of outcome**Duties****EXTENT OF AUTHORITY**

Relevant to position authority or as instructed by Manager of Operations and Parks

KEY PERFORMANCE INDICATORS (KPIs)

(to be developed within 3 months of appointment)

CONDITIONS OF EMPLOYMENT

INDUSTRIAL AWARD	Level 6 LG Officers Award
ALLOWANCES/ SPECIAL CONDITIONS	<ul style="list-style-type: none"> ▪ 9% Superannuation and up to 15% with matching contributions (ie 3% Council matching 3% staff)
EMPLOYMENT STATUS	Permanent, Full Time
CLASSIFICATION	
DAYS TO BE WORKED	10 days per fortnight, Monday to Friday with one RDO per month
ANNUAL LEAVE	4 weeks per year
HOURS PER FORTNIGHT	76 Hours minimum per fortnight and additional hours as required to meet the outcomes of the position.
OTHER CONDITIONS	<ul style="list-style-type: none"> ▪ Works within a shared air-conditioned office environment. ▪ The position is approximately 90% sedentary internal and 10% external. ▪ Required to drive a Council vehicle on work assignments.

SELECTION CRITERIA**ESSENTIAL CRITERIA**

1. Minimum 55 wpm keyboard skills.
2. Highly developed software skills in finance, database spreadsheet, word processing
3. Excellence in customer service skills.
4. Financial record keeping skills with accurate data entry skills
5. Highly developed numerical and analytical skills.
6. Experience in purchasing relevant to Operational equipment
7. Well developed inventory and stock control skills
8. Well developed negotiation skills for supplies purchasing
9. Current 'C' Class Driver's Licence
10. Ability to work under pressure.

PREFERRED CRITERIA

1. Diploma in office administration.
2. Certificate in financial accounting.
3. Previous local government experience.
4. Civil works and services organization experience.

<p>SIGNED: Incumbent: Supervisor: Chief Executive Officer Date:</p>	<p>DATE APPOINTED TO THIS POSITION: DATE REVIEWED:</p>
<p>Supervisor:</p>	

POSITION AND INCUMBENT DETAILS: Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated PD's must be returned to Human Resources.
Position Description Prepared By: _____ **Accountabilities Accepted By Employee:** _____

Signed: _____

Signed: _____

Date: _____

Date: _____

PD REVIEW RECORD:

LAST REVIEW DATE: 27 October 2008

REVIEWED BY: Paul Beaumont

We the undersigned have mutually agreed upon the amendments made to this position description, on the date listed below.

INCUMBENT

SUPERVISOR:

DATE: