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**Vacancy: Administration Officer,  
Directorate of Works and Operations**

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The role of Administration Officer, within the Directorate of Works and Operations is part-time (permanent) with a commitment of 25 hours per week (minimum); and is located in a modern office in the Boulia Shire Council's Operations Depot Complex, 72 -78 Herbert Street, Boulia.

If you are:– organized, flexible, have well-developed time management and communication skills (both written and oral) and like working either in a team or independently, this role may be of interest for you. Some of your duties will include, but are not limited to:-

- client services (face to face, by phone and email)
- administration (supporting the Director, Works and Operations, and Depot Foremen)
- preparation of grant applications for submission to various funding bodies
- business document writing experience eg reports
- finance (eg purchasing using Council's business system - Synergy Soft)
- maintaining plant service records prepared with data from Synergy Soft and NAVMAN
- assisting the Work Health and Safety Officer with Drug and Alcohol Testing
- using MS Office Suite (Word, Excel, Powerpoint and Outlook)
- Electronic Records Management System (MagiQ) experience

Formal qualifications in the disciplines of business or administration would be ideal for this role or a combination of experience, expertise and competence sufficient to perform the duties required will be considered for the preferred candidate.

Also, we are looking for someone who has experience working in a Local Government environment or similar and/or is genuinely willing to learn whilst complying with the business ethics and the audit and regulatory accountabilities of Boulia Shire Council.

**Salary:** Queensland Local Government Industry (Stream A) Award – State 2017  
Level 2.1 (\$32,777.93 per annum)

*Plus*

<i>Annual bonuses (pro-rata for hours worked):</i>	\$2,500 Attraction and Retention \$1,250 Work Health and Safety
<i>Locality Allowance (pro-rata for hours worked):</i>	\$2,600/annum
<i>Over-Award Payment (from Certified Agreement):</i>	\$110.00 per week

**Superannuation:** 9.5 percent superannuation initially, and then 12 percent after the successful completion of 12 months service;

**Leave entitlements:** five weeks annual leave; 15 days sick leave

**Subsidised housing:** possibility of subsidised Council accommodation (if available).

Employment will be subject to; favourable pre-employment medical, security screening and reference checking.

**For further specific enquiries** contact the Human Resources Officer, Linda Welldon by email ([hr@boulia.qld.gov.au](mailto:hr@boulia.qld.gov.au)) or phone (4746 3188).

**Applications** must be in writing addressing the selection criteria. Please include your current résumé, with details of qualifications, experience and contact information for at least two work related referees. Applications are to be sent to [hr@boulia.qld.gov.au](mailto:hr@boulia.qld.gov.au) or mailed or delivered to Administration Office, 18 Herbert Street, Boulia Qld 4829.

View and download the Position Description at [www.boulia.qld.gov.au](http://www.boulia.qld.gov.au).

**Closing Date: Monday 03 August 2020 at 5.00pm**