



SHIRE OF WILLIAMS POSITION DESCRIPTION

Position Title:	Executive Officer
Name:	
Department:	Administration
Award:	Local Government Industry Award 2020
Position Classification Level:	Level 3-6 (depending on skills and qualifications)
Reports To:	Executive Manager of Corporate Services
Supervises:	N/A
Position Summary and Objectives:	<ul style="list-style-type: none"> – <i>Work under general direction to provide efficient executive and administrative support to Shire staff.</i> – <i>Provide effective, professional customer service to visitors/residents.</i>
Duties, Responsibilities and Accountabilities:	<p>Health, Safety and Environment:</p> <ul style="list-style-type: none"> • Take responsibility for your own health, safety, and fitness at work. • Perform work in a safe and healthy manner and abide by the Shire’s and legislative safe work procedures, instructions, and safety management practices. • Ensure your actions do not endanger others in the workplace. • Correct or report unsafe situations and use safety equipment and devices as specified. • Learn and support the implementation of the Shire’s Occupational Health and Safety plan to ensure the safety and health of staff is maintained. <p>Behaviour and Conduct:</p> <ul style="list-style-type: none"> • Perform duties efficiently, responsibly, and ethically and in accordance with the Shire’s Code of Conduct. • Contribute positively to the team and support the team’s efforts. <p>Executive Support:</p> <ul style="list-style-type: none"> • Inbox and Calendar Management – Monitor, prioritise, and action emails, ensuring timely responses and effective diary coordination for executives. • Scheduling & Coordination – Arrange and manage meetings, including liaising with internal and external stakeholders, booking venues, and preparing agendas. • Administrative Support – Provide executive-level administrative support, including drafting correspondence, preparing reports, and managing documentation.



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- Stakeholder Engagement – Act as the first point of contact for internal and external stakeholders, ensuring professional and efficient communication.
- Travel & Logistics – Organise domestic and international travel, process travel approvals, and manage expense reconciliations.
- Confidentiality & Discretion – Handle sensitive information with a high degree of confidentiality and professionalism.
- Task & Workflow Management – Track deadlines, follow up on outstanding actions, and ensure key priorities are addressed.
- Event Support – Assist in coordinating events, functions, and high-level engagements as required.
- Respond to enquiries efficiently and initiate appropriate action.
- Follow up where necessary.

Administrative Support:

- Provide administrative and support services to Shire staff where required including desktop publishing and word processing of poster/flyers, forms.
- Perform cash receipting accurately, process receipts, reconcile daily takings and prepare banking.
- Ensure Council Meeting preparations and setup is performed in time for each Council Meeting.
- Prepare Council Meeting Agendas and final formatting of Minutes for printing and upload to Website.
- Responsible for record management functions; including incoming and outgoing mail, recording documents, filing and destruction.
- Contribute and maintain databases and records including cemetery records.
- Assist maintaining updates to Website, Social Media and manage/record Telstra Instant Messaging records.
- Assist Managing the SAM trailer, including Create, update and upload road safety messages via laptop, co-ordinate the use, display, hire and maintenance of trailer.
- Assist the Senior Finance & Administration Officer/Building Management Officer, including payroll, accounts payable and accounts receivable.

Department of Transport (DoT)

- Handle front counter and phone enquires relating to DoT licensing.
- Process DoT licensing requests that arise at the front counter.
- Balance End of Day takings and enter into the computing system.
- Maintain levels of stationery and stock.
- Responsible for agency DoT operational administration.

Project Duties:

Organise events and other community functions as directed by the Chief Executive Officer.



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Level of Authority:	<ul style="list-style-type: none"> • Work under general direction. • Follow policies and procedures. • Communicate with all staff, residents, visitors, and Councillors. • Advise supervisor of any issues.
Required Skills and Attributes to perform this role:	<ul style="list-style-type: none"> ✓ Possession of current national police clearance with a demonstrated lack of criminal history (less than 6 months old) ✓ Developed verbal and written communication skills. ✓ Developed interpersonal and customer service skills. ✓ Developed word processing skills, and proficiency of Microsoft software packages, including Word, Excel, Publisher, Internet Explorer, and Outlook. Ability to follow processes and procedures and work as an effective team member. ✓ An ability to successfully manage multiple tasks at once, ensuring deadlines are met. ✓ Ability to liaise effectively with people from varying cultures and backgrounds. ✓ Previous experience in cash handling and receipting. ✓ Previous experience providing financial and/or administrative support in an office environment. ✓ Demonstrated ability to maintain confidentiality. ✓ Current C Class Drivers Licence. ✓ Awareness of Local Government functions.
Desirable Skills:	<ul style="list-style-type: none"> ✓ Previous experience working in a local government. ✓ Previous experience preparing Agendas and Minutes. ✓ Possession or progress towards formal Business Administration Certificate.
Acknowledgement and Agreement:	Incumbent Signature:
	Date:
	Manager Signature:
	Manager Name: _____
	Date: