

SHIRE OF LAVERTON

Position Description

Position Overview

Position Title	Casual Community Resource Centre Officer
Division	Community Services
Reports to	Community Resource Centre Manager
Position Classification	Shire of Laverton Enterprise Bargaining Agreement 2017 – pro-rate to be negotiated depending on hours worked
Date Prepared	23 January 2019

1. TITLE:

Community Resource Centre Officer

2. LEVEL:

To be negotiated within Level 5, Shire of Laverton Enterprise Bargaining Agreement 2017 on a pro-rata basis depending on hours worked.

3. DEPARTMENT/SECTION:

Community Services

4. POSITION OBJECTIVES:

- Assist the Laverton Community Resource Centre Manager by performing duties that relate to the services and programs of the Laverton Community Resource Centre.
- Willingness to be part of the Community Development Team and be involved with the local community.

5. REQUIREMENTS OF THE POSITION:

5.1 Skills:

- Good time management and organisational skills.
- Good communication skills.
- Good public relations and customer service skills.
- Knowledge of Microsoft Word, Excel, Outlook and Desktop Publisher.
- Sound word processing, reception and telephone skills.
- Problem solving skills.
- Good literacy and numeracy skills.
- Ability to work both independently and in a team environment.

5.2 Knowledge

- Understanding the Community Resource Centre.
- Developing knowledge of Council's organisational structure and function.

5.3 Experience

- No experience required - on the job training provided.

5.4 Qualifications and/or Training

- Western Australian "C" Class Driver's Licence – desirable.
- Sound literacy and numeracy skills.

6. KEY DUTIES AND RESPONSIBILITIES

- 6.1 Project and promote the desired image of the Community Resource Centre both efficiently and courteously.
- 6.2 Respond effectively to telephone, email and counter (in-person) enquiries in respect to all Community Resource Centre matters.
- 6.3 Provide assistance to the Community Resource Centre Manager to implement a range of programs and services at the Laverton Community Resource Centre.
- 6.4 Any other duties as directed by the Community Resource Centre Manager or Deputy Chief Executive Officer.
- 6.5 Perform all clerical tasks efficiently including photocopy, fax and scan, laminate, bind and money handling.
- 6.6 Perform library duties on an 'as needed' basis.
- 6.7 Provide help with articles, collation and printing of the monthly magazine, 'The Sturt Pea'.

7. ORGANISATIONAL RELATIONSHIPS

7.1 Responsible to:

- Community Resource Centre Manager
- Community Resource Centre Assistant
- Deputy Chief Executive Officer

7.2 Supervision of:

- Nil

7.3 Internal and External Liaison

Internal: Community Resource Centre Manager
Community Resource Centre Assistant
Community Resource Centre Trainee(s)
Library/CRC Officers
All other Council Staff

External: State Library of WA
Department of Transport
Various Community Service providers
Other State & Federal Government Departments and Agencies
General public.

8. EXTENT OF AUTHORITY

Works within the confines of Shire of Laverton standards and procedures under regular supervision of the Community Resource Centre Manager, Community Resource Centre Assistant and Deputy Chief Executive Officer.

9. SELECTION CRITERIA

9.1 Essential

- Good time management and organisational skills
- Good communication skills
- Good customer service and people skills
- Good computer skills and experience in Microsoft Word, Excel, Outlook and Desktop Publisher
- Good clerical skills
- Developed knowledge of the English language including spelling, grammar and vocabulary

9.2 Desirable

- Working knowledge of the local community
- Developing knowledge of Council's organisational structure and function
- Hold a current Western Australian "C" Class Driver's Licence

10. EMPLOYMENT CONDITIONS

- A “Non-Smoking” policy for Council’s building and plant has been implemented as well as a “Drug and Alcohol Policy” for the Workplace.
- A current Police clearance (the cost for the clearance will be reimbursed by Council).
- A medical clearance and drug and alcohol test to be completed (cost covered by Council).
- A current Working with Children Check is mandatory (cost covered by Council).

Prepared By:	Community Resource Centre Manager
Date Issued:	23 January 2019
Supervisor:	Laverton Community Resource Centre Manager
Approved By:	Johanna McGuire
No of Sheets:	4
Reviewed By:	Deputy Chief Executive Officer
Date Reviewed:	January 2019