



SHIRE OF WESTONIA

LIBRARIAN / ADMINISTRATION OFFICER

6- Months Maternity Leave Cover

Applications are sought from an enthusiastic and motivated person for the Librarian/Administration Officer position based in the Shire of Westonia office.

The Position

The position entails management of the Shire of Westonia Library, as well as carrying out the day to day finance & customer service functions of the shire, including cashiering, daily banking, transport licensing, processing of incoming accounts & mail, etc. The role is an integral part of the finance and administration function at the Shire of Westonia.

The Person

The successful applicant will be a self-motivated individual who is looking at commencing or expanding their career in Local Government. The person will have verbal & written communication skills as well as sound computer and keyboard skills.

The Salary

Salary and conditions will be in accordance with the Local Government Officers (Western Australia) Award 2025.

Council is an equal opportunity employer and provides a smoke free work environment.

Applications

Interested persons should obtain an information package by contacting Jasmine Geier at the Shire Office on 9046 7063. Applications addressing the selection criteria should be sent to the undersigned at Shire of Westonia, Wolfram St, Westonia 6423, by 4.00pm Tuesday 1st April 2025

Jasmine Geier

DEPUTY CHIEF EXECUTIVE OFFICER



LIBRARIAN / ADMINISTRATION OFFICER – 6- Months Maternity Leave Cover

APPLICATION PACKAGE

Please read this Application Package carefully.

1. Thank you for expressing interest in this position with the Council and we welcome your application.
2. Council wishes you all the best in your application.
3. Further information about the position is available by contacting Mrs Jasmine Geier at the Shire Office on 9046 7063. Contact or canvassing of Councillors is not acceptable.
4. Your application should consist of:
 - A letter addressed to the Chief Executive Officer applying for the position.
 - A Resume setting out your personal details, contact details and other relevant information such as work experience or personal interests.
 - The details of your educational history/academic qualifications and identifying information such as institution, and dates attended.
 - Details of any ongoing study/professional development.
 - The details of your nominated Referees including contact information and relationship.
At least two (2) referees are required to be nominated.
 - Information addressing all the selection criteria in a structured format. The Council only requires sufficient information to allow it to assess your skills, knowledge, experience, and suitability for the position. A short paragraph for each of the criteria is sufficient.
 - Information concerning your anticipated commencement date if successful.
5. Please include any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into consideration in selecting the best applicant.
6. Please clip your application together (do not staple or bind).
7. Applications must be posted in a securely sealed envelope and clearly addressed and endorsed:

CONFIDENTIAL APPLICATION – LIBRARIAN / ADMINISTRATION OFFICER

Mrs Jasmine Geier
Deputy Chief Executive Officer
Shire of Westonia



Wolfram Street
WESTONIA WA 6423
Email admin@westonia.wa.gov.au

8. The closing date and time for applications is 4.00pm Tuesday 1st April 2025 Emailed and Faxed applications will be accepted but must be confirmed in writing as specified in Item 7.
9. It is envisaged that immediately after the closing date the applications will be assessed, ranked, and a short list developed.
 - The preferred candidates will then attend an interview with the Council's Selection Committee comprising the Chief Executive Officer and one other staff member.



THE COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER

FOR THIS POSITION THE SELECTION CRITERIA IS AS FOLLOWS:

Essential:

1. Written and verbal communication skills.
2. Numeracy skills.
3. Computer and keyboard skills.
4. Completion of Year 10 or equivalent with passes in English and Maths.

Desirable:

6. Basic knowledge of the local community.
7. Hold a current "C" (car) class motor vehicle drivers license.

Important - Referee and reference checks

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person if there is a special need for confidentiality and this is outlined in your application.



POSITION DESCRIPTION

TITLE:

Librarian/Administration Officer

LEVEL:

Level 2 / 3 - Local Government Officers (WA) Award 2025

DEPARTMENT:

Administration and Financial Services.

POSITION OBJECTIVES:**Objectives of Position:**

To undertake library management, cashiering, reception, transport licensing, customer service, mail processing, accounts and filing duties, as well as provide administrative & finance support as required.

REQUIREMENTS OF THE JOB:**Skills:**

Written and verbal communication skills.

Numeracy skills.

Computer and keyboard skills.

Knowledge:

Basic knowledge of the local community.

Experience:

Librarian/Administration Officer: customer service & some computer experience required.

Qualifications and Training:

Completion of Year 10 or equivalent with passes in English and Maths.

For the Administrative Traineeship position only: Eligibility for enrolment to TAFE.

KEY DUTIES AND RESPONSIBILITIES:**Administration/Library/Finance:**

- Cashiering including Caravan Park receipting, rates & sundry debtor receipting.
- Provide customer service including;
 - Reception duties.
 - Answering the telephone.
 - Providing information on all council services & facilities as well as making bookings.
- Finance functions – processing of accounts utilising SynergySoft software & generation of payment vouchers, reconciliation of petty cash tin, carrying out monthly fuel/diesel reconciliation.
- Processing of daily & weekly banking.
- Mail collection and processing.
- Transport licensing.
- Management of the Shire of Westonia Library, including utilising software to request books from other libraries, despatching books to other libraries, submitting annual



- library returns, etc.
- Assistance with Council catering as well as making coffee & tea at morning and afternoon tea.
 - Compilation of the Shire of Westonia Community Directory on a bi-annual basis.
 - Production & design of the annual Shire of Westonia photo book record of the year.
 - Filing of documents and records management.
 - Various other projects, including advertising the library & library services, designing the front cover of the Shire of Westonia's Budget, creation of the Shire Christmas party invite, etc.
 - Assist other officers and the CEO with various administration and finance functions.

Formal Training:

The successful applicant will be required to complete a one week Department of Transport Licensing course in Perth (all expenses associated with this course are covered by Council or the Department of Transport).

Occupational Safety and Health:

There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace. There is also an obligation to observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.

All staff must report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

Other Duties:

Any other duties consistent with the level of this position and the principles of multi-skilling.

ORGANISATIONAL RELATIONSHIPS:

Responsible to:

Chief Executive Officer.

Internal Liaison:

Chief Executive Officer
Deputy Chief Executive Officer
Senior Finance Officer
Other Council staff

External Liaison:

General public.

EXTENT OF AUTHORITY:

Works under direct supervision.

SELECTION CRITERIA:

Essential:

Written and verbal communication skills.
Numeracy skills.
Computer and keyboard skills.
Completion of Year 10 or equivalent with passes in English and Maths.



Desirable:

Basic knowledge of the local community.

Hold a current "C" (car) class motor vehicle drivers license.

PERFORMANCE MEASUREMENT CRITERIA:

Reliability, accuracy and timeliness in the completion of tasks and duties.

There is room for an enthusiastic, dedicated & hardworking person to also progress to other finance & administrative tasks undertaken as part of Shire of Westonia operations.



LIBRARIAN/ADMINISTRATION OFFICER

CONDITIONS OF EMPLOYMENT

AWARD:

Employment Conditions are in accordance with the Local Government Officer's (WA) Award 2025.

SALARY:

Librarian/Administration Officer: Level 2 / 3 - \$50,703 to \$55,890 + location allowance of \$21.50 per fortnight single (or \$41.00 per fortnight married) & generous superannuation benefits.

HOURS OF WORK:

Ordinary hours are 8 hours per day with ½ hour for lunch, Monday to Friday based on a 9 day Fortnight

TERM:

Librarian/Administration Officer – 6 Months

ANNUAL LEAVE:

4 weeks annual leave after 12 months service, including 17.5% leave loading.

PUBLIC HOLIDAYS:

All normal Western Australian public holidays.

PERSONAL LEAVE:

Sick, carer's and bereavement leave is as per the award.

SUPERANNUATION (LOCAL GOVERNMENT):

a) Automatic Membership (compulsory): Council currently contributes 9% of fortnightly salary. Employees may contribute from 1% to 4% of salary and are eligible to join from the date of their commencement.

b) Full Membership (optional): Council currently contributes 5% of fortnightly salary when an employee contributes from 5 - 9% of fortnightly salary. Employees are eligible to join one (1) month after the commencement date or automatically if transferring from another Local Authority in WA and already in the same Scheme.



ACCOMMODATION:

No housing is provided with this position. Housing may be available through Council's Community Housing Program depending on availability.

UNIFORM:

Council provides Administration Staff with uniform items up to the value of \$250 as selected by the individual from the Local Government Corporate Collection.

POLICE CLEARANCE:

It is Council's policy that prior to employment, potential new employees are required to obtain a Police Clearance.

Arrangements will be made with the successful applicant to obtain a Police Clearance prior to commencement. It is not necessary to provide a Police Clearance with your application.

The cost of the Police Clearance will be met by Council.

MEDICAL EXAMINATION:

It is Council's policy that prior to employment, potential new employees are required to undertake a Medical Examination to ascertain if the employee's health and fitness is satisfactory for the proposed duties.

Arrangements will be made with the successful applicant to undertake a Medical Examination prior to commencement. It is not necessary to provide a Medical Certificate with your application.

The cost of the Medical Examination will be met by Council.