



Executive Assistant Position Description

1 Industrial Instrument and Level

Local Government Officers (Western Australia) Award 2021
Level 4

2 Position Summary

- 2.1 Provide CONFIDENTIAL administrative and secretarial support to the Chief Executive Officer (CEO).
- 2.2 Institute and maintain procedures to ensure secretarial and administrative tasks are carried out in accordance with designated timing.
- 2.3 Liaise with other staff for the provision of secretarial and administrative functions for the CEO.

3 Requirements of Position

3.1 Skills

- Developed time management and organisational skills.
- Developed verbal and written communication skills.
- Highly developed typing and word processing skills
- Developed public relations and interpersonal skills.
- Developed knowledge of MS Suite applications (primarily Word and Excel)

3.2 Knowledge and experience

- Developed knowledge of Council's organisational structure and function
- Developed knowledge of the preparation of agendas and minutes for meetings
- Sound knowledge of the English language including spelling, grammar, and vocabulary
- Developed knowledge of local government protocols and procedures
- Working knowledge of local area and community
- Operational knowledge of the IT Vision's Synergy Soft Local Government Software System

3.3 Qualifications and/or training

- Certificate in Business Administration or similar qualification in office administration, or appropriate relevant experience.
- Hold a current 'C' class motor driver licence.

4 Key Roles and Responsibilities

4.1 Administrative Support

- Provide confidential administrative support for the CEO.
- Provide administrative support to other employees when requested by the CEO.
- Develop and maintain operating practices and guidelines as they pertain to the Shire Administration.
- Follow-up public enquiries relating to the Shire Administration.

4.2. Governance Services

- Ensure all advertising and public notices are published in accordance with legislative requirements.
- Coordinate the preparation of agendas and record and process minutes of Council, Committee/s, and other meetings, as directed, and within legislative timeframes.
- Co-ordinate meetings and appointments for the CEO.
- Receive all telephone calls and counter enquiries for the CEO.
- Prepare Council and other reports, as required.
- Prepare general documentation, including newsletters and invitations, as directed.
- Undertake research, analysis, and other projects, as required.
- Oversee the organisation of Council meetings, civic functions, and other meetings involving Council Members and / or the CEO.
- Ensure visitors and guests to the Shire of Wagin are warmly welcomed and correctly advised.
- Ensure statutory deadlines under the *Local Government Act 1995*, and other relevant legislation, are met.
- Maintain Council registers, as required.
- Prepare and review Council policies and management practices.
- Coordinate the collation and publication of Council documents.
- Develop and maintain the Shire of Wagin website and social media presence.

4.3 Other General Administrative Support

- Assist in the provision of consistent, quality, and efficient customer service to all customers (telephone, in-person, and electronic).
- Assist and direct public enquiries and provide information, documents and statutory forms.
- Assist with hiring Council facilities.
- Assist in the collection, receipt, and reconciliation of monies received at the front counter.
- Assist in the provision of Department of Licencing duties.
- Any other duties consistent with the level of this position, as required.

4.4 Correspondence

- Process the CEO's outward correspondence related to all minutes of the meetings.

4.5 General

- Maintain the Council's Register of Legal Documents and associated files.
- Receive all telephone and counter inquiries directed to the CEO and initiate appropriate action.
- Arrange appointments/training/travel for the CEO, Senior Staff, Shire President, and Councillors.
- Arrange Citizenship Ceremonies and ensure documentation is prepared.
- Receive and appropriately distribute all electronic messages sent to the Shire's email address.

5 Organisational Relationships:

5.1 Position is responsible to:

Chief Executive Officer

5.2 Position supervises:

N/A

5.3 Key Relationships:

Internal:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager of Finance
- Manager of Works
- Community Liaison Officer
- Administration Staff
- Other staff as employed from time to time

External:

- Councillors
- Other Local Governments
- General Public (including Ratepayers and Residents as appropriate)

6 Extent of Authority

Works under general supervision of the Chief Executive Officer within established guidelines and as per delegations register and responsibility and appropriate decision making in administration and finance management.

Responsible for checking own work to ensure accuracy and good presentation.

7 Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general.

Signed:

Signature:

Date

Employee

Supervisor

CEO

Position Description Review History

Created		
Reviewed and Updated	15 th May 2017	DCEO – Brian Roderick
Reviewed and Updated	21 November 2018	
Reviewed and updated	31 October 2023	ACEO Mark J Hook
Reviewed and updated	14 July 2025	DCEO John Fathers