



Position Description
(Including selection criteria)

Stores and Purchasing Officer

Shire of McKinlay

PO Box 177 Julia Creek 4823

Telephone: (07) 47 467 166

Facsimile: (07) 47467 549

Email: employment@mckinlay.qld.gov.au

INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organizational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 60 with an annual budget of \$18m.

Position Description

Stores and Purchasing Officer

Title: Stores and Purchasing Officer
Division: Engineering Services
Award: Level 5.1 Queensland Local Government Industry (Stream A)
Award – State 2017
Reports to: Environmental and Regulatory Services Team Leader
Supervises: Nil
Hours: Permanent Part-Time 25 – 30hrs per week

Position Objectives:

a) Objectives of Position

To efficiently and effectively provide for the operation of stores and purchasing
To complete tasks as directed in the area of Asset Management

b) Within Organization

To contribute to the efficient and productive operation of the administrative functions undertaken by Council.

Organisational Relationship

a) Accountable Supervisor:

- Environmental and Regulatory Services Team Leader

b) Liaises with:

- Director of Engineering and Regulatory Services
- Depot Administration Officer
- Directors and Team Leaders
- Administration Reception
- Council Staff with respect to duties allocated

c) Supervises:

- Nil

d) Relieves:

- Depot Administration Officer

Selection Criteria

a) Prerequisites

- Experience in working with Microsoft Office programs such as Outlook, Word, Excel
- Understanding of store and stock control operations
- Excellent communication skills
- Good customer services

b) Preferred/Desirable Experience/Qualifications

- Administrative qualifications and/or experience
- Local Government qualifications
- Experience with Practical Accounting Package
- Experience with stock control procedures

c) Skills

- High level of computer skills with demonstrated experience in Microsoft products
- Ability to work unsupervised and meet deadlines
- Demonstrated ability to work in a team environment

d) Knowledge

- Knowledge of basic administrative principles
- Knowledge of Local Government Act 2009.
- Knowledge of the Workplace Health & Safety Act and Regulations

Duties & Responsibilities

- Responsible for processing of orders and ensure the integrity of the order system including compliance with Council's Purchasing Policy and relevant procedures
- Source quotations using established preferred supplier arrangements and/or vendor panel.
- Responsible for performing the tasks associated with stores, including issuing and controlling of items in the stores system including workshop stores
- To maintain store levels within the approved authority
- Responsible for the completion of fuel ordering and issuing
- Provide support for the Airport Reporting Officer as directed by Environmental & Regulatory Services Team Leader or Director of Engineering, Environmental & Regulatory Services (Training will be provided)
- Capture of defect backlogs on roads using Delta-S system under the direction of
- Works Manager
- Responsible for download of data collection via Delta-S system to Council's computer system and subsequent order generation
- Responsible for developing and maintaining a clear stock control record for the workshop
- In the absence of the Depot Administration Officer provide for administration support including answering of phones and collection of daily mail
- Ensuring compliance with Work Place Health and Safety policies and practices adopted in Safe Plan.
- Commitment to EEO principals and practices.
- Other duties as directed.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

Performance Indicators

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to your supervisor;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

Extent of Authority

- Nil.