

## **CARNFORTH TOWN COUNCIL**

### **JOB DESCRIPTION – ADMINISTRATIVE OFFICER TO THE COUNCIL**

**Reporting to: Clerk and Proper Officer**

**Location: Carnforth Town Council Offices**

**Hours of Work: 10 hrs per week with some flexibility but working over a minimum of two days a week**

**Pay scale SCP 3 £18,562 per annum pro-rata**

**Overall Responsibilities:** The Administrative Officer supports the Clerk to carry out the functions of Carnforth Town Council to secure its aims and objectives and ensuring that the statutory and other provisions governing or affecting the running of the Council are observed. This includes supporting the Clerk to produce information required for making decisions, assisting to implement decisions, and working with other organisations to ensure that the needs of the town are adequately met.

The specific duties of the Administrative Officer shall include but not be limited to:

- 1) Working with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council;
- 2) Work in accordance with the Council's health and safety policy and to ensure that its obligations for Risk Assessment are met;
- 3) General office administration including responding to queries, complaints and requests for information from members of the public and councillors in person, via telephone calls and emails, promoting good public relations for the Town Council in the way these are handled and referring non routine enquiries to the Clerk;
- 4) Dealing with correspondence and documents as requested and providing timely reports to the Clerk and Council of actions taken;
- 5) Attending meetings of the Council and its committees, as required and to prepare agendas and minutes for meetings;
- 6) Attending training courses or seminars on the work and role of the Administrative Officer as required by the Council;
- 7) Obtaining quotes and place orders for supplies and works as instructed by the Clerk;
- 8) Monitoring the Council's website, Facebook and Twitter page daily and update as requested by the Clerk;
- 9) Keeping the Town noticeboards up to date as required;

- 10) Assisting in the production and organisation of the bi-monthly newsletter *Carnforth Express*, promotional and informational material and other Council publications as required;
- 11) Assisting in the organisation of Town Council Events;
- 12) Visiting premises and open spaces as required to assess planning matters, for example;
- 13) Undertaking research for the presentation of reports and supporting information where required for Councillors as directed by the Clerk;
- 14) Updating the actions list arising from Full Council or Committee Meetings;
- 15) Assisting with the management of Council assets as directed by the Clerk;
- 16) Undertaking tasks and actions as delegated by the Clerk and attend any events of the Council, which may be out of normal office hours, if required;
- 17) Undertaking any other duties appropriate to the post as required.