Haxby Town Council

Council Offices, Memorial Hall, The Village, Haxby YO32 3HT

**JOB DESCRIPTION - ADMINISTRATIVE OFFICER**

**Overall Responsibilities**

The Administrative Officer will be responsible for a number of different administrative aspects of the Town Council day to day functions including assisting the Planning and Cemetery Committees, in all their functions and responsibilities.  
The Administrative Officer will further assist the Town Clerk to ensure that the instructions of the Council in connection with its function as a Local Authority are carried out.

**Specific Responsibilities**

**Customer Service**

* Helping members of the public who contact the Town Council.
* Dealing with general queries by phone or from visitors to the office.
  + Dealing with routine enquiries and correspondence without reference.
* Monitoring the Council’s general email and social media accounts.

**Administrative Service**

* To update the Town Councils’ website and social media pages.
* To provide administrative support service to the office.
* Regular communication with the Town Clerk.
* Typing of letters/emails and correspondence

**Haxby & Wigginton Cemetery Committee (in conjunction with the Town Clerk)**

* To attend all Cemetery meetings, currently bi-monthly in the daytime.
* To prepare, in consultation with appropriate members and the Town Clerk, agendas and associated documents for meetings of the Cemetery Committee.
* Ensuring all minutes are formatted, checked, and uploaded to the Website.
* Duties specific to the committee.

**Planning Committee (in conjunction with the Town Clerk)**

* To attend all Planning meetings, currently during office hours.
* To prepare, in consultation with appropriate members and the Town Clerk, agendas and associated documents for meetings of the Council’s Planning Committee.
* Ensuring all minutes are formatted, checked, and uploaded to the Website.

**Purchasing**

* + Ordering stationery and other items as required.
  + Source and purchase specific items under the direction of the Town Clerk.
  + Monitor and replenish all stock items as required.

**Equipment**

* Providing information regarding equipment i.e., updates/replacement.

**General**

* Assisting the Town Clerk in a variety of tasks.
* Assisting in the organisation of events and functions.
* Maintaining a database of organisations and other contact names and numbers that are regularly needed.
* Attending training courses or seminars as required by the Town Council (particularly Introduction to Local Council Administration))
* Providing help and assistance to the Town Clerk and Councillors
* Any other duties as designated by the Clerk