



Applications are invited for the position of:

Administration and Information Technology Support Officer – Full-time

The Shire of Moora is seeking the services of an enthusiastic, customer focused person to fill the full-time position of Administration and IT Support Officer.

Essential

- Exceptional interpersonal skills, with a team-focused and proactive attitude
- Demonstrated experience in PC workstations operating system and application software e.g. latest Windows operating systems
- Demonstrated experience and capability to investigate, research and develop solutions to issues and problems
- Demonstrated effective communication (verbal and written) and interpersonal skills
- High-level organisational skills and time management
- Ability to work effectively both autonomously and in a team
- Commitment to accuracy and attention to detail
- Current WA Drivers Licence

Desirable

- Certificate III in Local Government
- Demonstrated experience with server operating systems software
- Possession of or progress towards tertiary degree level or professional qualification or certification in Information Technology.
- Experience and knowledge working with datacentre environments
- Experience with CCTV systems
- Experience with Access Control systems

Employment is contingent upon:

- Provision of a current satisfactory National Police Clearance
- A Pre-Employment Medical Assessment including Drug & Alcohol Testing

The position is offered between level 4 and 5 under the terms and conditions of the *Local Government Industry Award – industrial agreement*, dependent upon skills and experience.

Applications close **4pm on 12th February 2024**

For more information, please contact Hayka Ulferts, Manager Corporate Services on [\(08\) 9651 0000](tel:0896510000) or mcs@moora.wa.gov.au

Applications including a CV, references and cover letter addressing the position selection criteria may be addressed to:

Private & Confidential

Hayka Ulferts

Manager of Corporate Services

Shire of Moora

PO Box 211, MOORA WA 6521

or emailed to mcs@moora.wa.gov.au