



## **ADMINISTRATIVE OFFICER (GMG/AM 3)**

### **St. James Parish Library Network**

#### **Job Purpose**

Under the direction of the Senior Librarian the Administrative Officer coordinates all matters pertaining to human resource and administration at the parish level. The incumbent also ensures the proper maintenance and upkeep of the physical facilities at the Parish and Branch Libraries.

#### **Key Responsibilities**

- Preparing and disseminating memoranda to outline changes in organization administrative policies and procedures to supervise staff to improve work flow.
- Coordinating the offices services including records control, housekeeping and special reports
- Coordinate activities related to the recruitment and on boarding of new employees e.g. interviewing screening and testing job applicants
- Keeping up-to-date with the HR policies of the Jamaica Library Service
- Advising and assisting supervisors on personnel matters
- Ensuring the preparation of performance appraisals and other forms of reports on employees by supervisors
- Plans, organizes and implements staff welfare, health and safety services recreation facilities
- Assists with the execution of employee grievance procedures in keeping with the overall grievance procedures of Jamaica Library Service and Government
- Administers regulations governing conditions of employment by:
  - Ensuring that proper procedures are followed at the parish level in processing applications for vacation leave, study leave, pre-retiring benefits, leave passage loans and salary advances and other employee benefits
  - Maintaining personnel records for pension purposes, gratuity payments and other scheme
  - Submitting records for pension purposes to the appropriate authority on termination of employee's services

#### **Key Competencies**

- Highly developed analytical, interpersonal and communication skills
- Sound knowledge of the Staff Orders, Public Sector Rules, Regulations, Acts and Guidelines
- Sound knowledge of the Government Procurement Procedures

- Well-developed time-management skills
- Strong interpersonal and negotiating skills inclusive of counseling, grievance handling and interviewing
- A high level of proficiency in the use of computer applications
- Good knowledge of event planning

**Minimum Qualifications/Experience**

- University Degree in Management Studies, Public or Business Administration
- Minimum of two (2) years working experience

**Salary Scale: \$1,181,789.00 p.a. - \$1,404,775.00 p.a.**