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Position Description: Administration Officer

Public Libraries SA Inc (PLSA)

About Public Libraries SA Inc

Public Libraries SA Inc (PLSA) is the peak body representing the interests of all public libraries in South Australia. PLSA advocates for the strategic development of the South Australian public library network and works to ensure the long-term sustainability and effectiveness of public libraries across the state.

The PLSA Executive is elected by library members and provides strategic leadership, advocacy, and advice to the Standing Committee and the Libraries Board of South Australia. The Executive also collaborates closely with Public Library Services (PLS) on matters relating to public library and information services.

Position Overview

PLSA is seeking an experienced Administration Officer to provide high-level administrative and organisational support to the PLSA Executive. Reporting to the President, the role is central to ensuring the effective operation of Executive meetings, correspondence, governance documentation, and the planning and delivery of the organisation's biennial conference.

This role requires strong attention to detail, excellent written and verbal communication skills, discretion, and the ability to manage multiple priorities within agreed timeframes.

Employment Details

Employment type: Contract

Hourly rate: Range \$35 to \$50 per hour commensurate to experience, plus superannuation

Hours: Up to 15 hours per month

Reporting to: Public Libraries SA Executive Committee

Key Responsibilities

Meeting Administration and Governance Support

The Administration Officer provides comprehensive administrative support to the following meetings and committees:

- Monthly PLSA Executive meetings (primarily online, with some in-person meetings held throughout the year). Meetings generally run for 2–3 hours during business hours.
- Network meetings (three per year), coordinated with the PLSA Executive and Events Sub-Committee. These are in-person meetings held at public libraries across metropolitan and regional South Australia and may be half-day or full-day events.

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- PLSA Events Sub-Committee meetings, generally held every two months, increasing in frequency in the lead-up to Network meetings and the biennial conference. These meetings are primarily online, with at least two in-person meetings per year.

Key governance and meeting-related duties include:

- Preparing and distributing meeting agendas and notices in accordance with agreed timeframes.
- Attending all meetings and accurately recording minutes and actions, ensuring confirmation at subsequent meetings.
- Maintaining official records, including the Constitution, policies, minutes, reports, and submissions.
- Managing Executive correspondence and maintaining required statistics and records.
- Ensuring confidentiality and supporting a professional organisational image at all times.

The Administration Officer acts as Returning Officer for Annual General Meetings, including:

- Accepting and recording nominations for Executive positions.
- Advising the Executive on nominations received and whether a ballot is required.
- Maintaining records of Executive members' terms of office.
- Preparing and managing all documentation and processes related to voting, including nomination forms and online voting tools, where required.

Biennial Conference Coordination

The Administration Officer plays a key role in supporting the planning and delivery of the PLSA biennial conference, a two-day event. The planning of this event may involve additional time exceeding the roles 15hrs per month by negotiation.

- Working closely with the PLSA Events Sub-Committee to plan and deliver the conference.
- Coordinating venue bookings, catering, accommodation, and onsite logistics.
- Liaising with speakers, presenters, sponsors, and external stakeholders.
- Supporting the development and distribution of promotional materials.
- Working with the Treasurer to manage registrations, invoices, purchase orders, and supplier payments.
- Assisting with the preparation of conference programs, schedules, and delegate materials.
- Providing onsite support during the conference, including registration desk duties and coordination with vendors.

Core Competencies

- Highly developed organisational skills with the ability to manage multiple priorities and deadlines.

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- Excellent written communication skills, including the ability to prepare agendas, minutes, and formal correspondence.
- Strong verbal communication and interpersonal skills, with the ability to liaise professionally with Executives, stakeholders, and members.
- High level attention to detail and accuracy, particularly in governance and record-keeping.
- Demonstrated discretion and ability to maintain confidentiality in a governance environment.
- Strong digital capability, including confident use of online meeting platforms, document management systems, and office software.
- Ability to work independently with minimal supervision, while also contributing effectively as part of a small team.
- Problem-solving skills and the ability to respond flexibly in a dynamic environment.

Selection Criteria

Applicants are asked to address the following essential and desirable criteria in their application:

Essential Criteria

- Demonstrated experience providing high-level administrative support, including preparing agendas and taking accurate minutes for meetings.
- Demonstrated ability to manage confidential information with discretion and integrity.
- Highly developed organisational and time management skills, with the ability to meet competing deadlines.
- Strong written and verbal communication skills.
- Demonstrated experience using contemporary office and collaboration technologies.

Desirable Criteria

- Experience working within a not-for-profit, association, or public sector environment.
- Experience supporting governance processes.
- Experience in event or conference coordination, particularly within a professional or member-based organisation.
- Understanding of, or interest in, public libraries or the cultural and community services sector.

How to Apply

Applicants are invited to submit a brief cover letter and current resume demonstrating how they meet the selection criteria.

Applications should be submitted electronically to pmickan@light.sa.gov.au by **9am on Monday, 15 June 2026**. Shortlisted applicants may be contacted for further information or interview.

For further information about the role, please contact the President of Public Libraries SA Inc. Pepper Mickan via pmickan@light.sa.gov.au or 0437 714 463.