



Comhairle Chontae na Gaillimhe  
Galway County Council

**Applications are invited from suitably qualified persons to form panels for the following position from which permanent and/or temporary positions may be filled:**

## **Administrative Officer (Grade VII)**

Galway County Council invites applications from suitably qualified candidates with relevant experience for the position of Administrative Officer (Grade VII).

The Administrative Officer is a middle management position within the local authority and is assigned responsibility for the day-to-day administration and management of one or more sections or departments handling specific areas of the Council's activities, including the management of employees

Suitably qualified persons are invited to apply for the following panel(s):

**Panel A** (Confined to local authority sector) will comprise of successful applicants in order of merit from within the local authority sector only i.e. candidates serving in a local authority or Regional Assembly (where applicable).

**Panel B** (Open) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants.

**Panel C** (Confined to the recruiting local Authority) will comprise of all successful applicants in order of merit from within the recruiting local authority i.e. candidates serving in Galway County Council.

**Salary: €58,252 - €75,728**

Application forms and further details including **minimum qualification requirements** are available on our website at [www.galway.ie](http://www.galway.ie) or may be obtained by contacting the Human Resources Department, Galway County Council, Áras an Chontae, Prospect Hill, Galway – Tel;

091 509303, e-mail [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie). Closing date for receipt of completed application forms is **4p.m. on Thursday 27<sup>th</sup> February, 2025.**

**E. Ruane, Director of Services.**

**GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**