PROPOSED ORGANISATION STRUCTURE FOR THE DEPARTMENT: CORPORATE SERVICES Sheet1

1 1

2 2

BRANCH: COUNCIL ADMINISTRATION
8.1
3 1 MANAGER COUNCIL ADMIN. 3

DIV: ADMIN.AUXILIARY SERVICES
8.1.1
5/4 1 SENIOR ADMIN.OFFICER

DIV: COMMITTEE ADMIN.
8.1.2
1 SNR. ADMIN. OFFICER 5/4

8.1.1.1
7/6 1 ADMIN.OFFICER

8.1.2.1
4 ADMIN. OFFICER

8.1.1.2
8 1 CHIEF CLERK

8.1.2.2
109 2 SENIOR CLERK (8.1.1.3)
1 SENIOR TELEPHONIST (8.1.1.4)
5 TELEPHONIST (8.1.1.5)

1 SENIOR TYPIST 10/9

8.1.2.3
12/11 1 CLERK - RECORDS (8.1.1.5)
1 CLERK - RELIEVING (8.1.1.6)

4 TYPIST 12/11

8.1.1.7
14/13 2 MAIL DELIVERY CLERK

8.1.2.4
2 PRINTER GRADE I 14/13

8.1.1.8
15 3 TAM LEADER

8.1.1.9
18/16 18 GENERAL WPRKER/CLEANER

SECTION: EXTERNAL SERVICES-EAST
8.2.1
1 LIBRARIAN 6

SUBSECTION: VIRGINIA
8.2.1.1
1 ASSISTANT LIBRARIAN 8/7

SUBSECTION: MELODING
8.2.1.2
1 ASSISTANT LIBRARIAN

SUBS: HENNENMAN & PHOMOLONG|

SUBS: VENTERSB.& MMAMAHABANE

SUBSECTION: REFE

8.2.1.1.1
2 SNR. LIBRARY ASSISTANT (jg 10/9)

8.2.1.3
1 SNR. LIBRARY ASSISTANT

8.2.1.4
1 SNR. LIBRARY ASSISTANT

8.2.2.1
1 SNR. LIBRARY AS

8.2.1.1.2
2 LIBRARY ASSISTANT

8.2.1.2.1
2 LIBRARY ASSISTANT

3 LIBRARY ASSISTANT (8.2.1.3.1)
1 CLERK (8.2.1.3.2)

8.2.1.4.1
1 LIBRARY ASST.

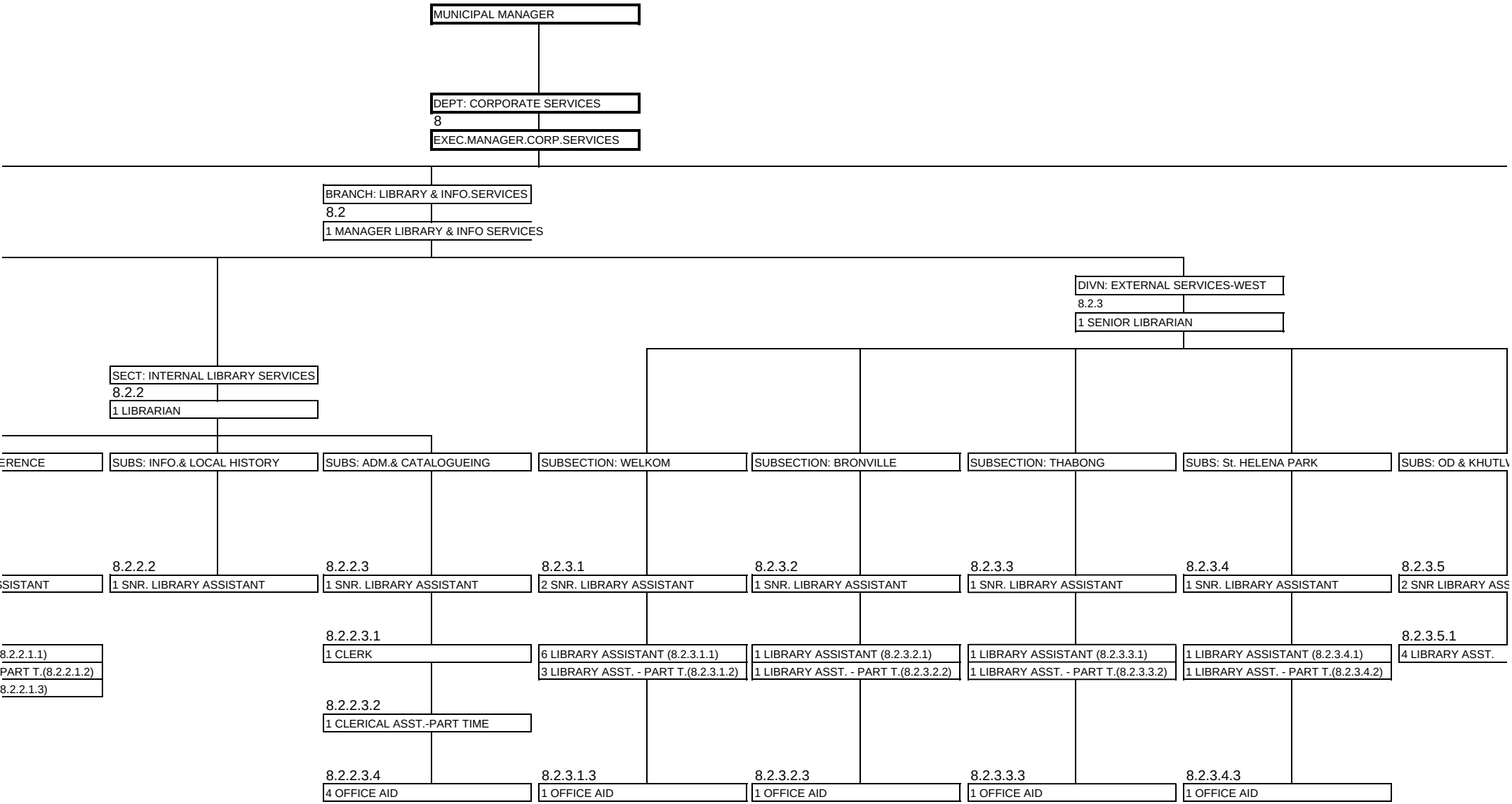
2 LIBRARY ASST. (8
2 LIBRARY ASST. - F
(1 POST FROZEN) (8

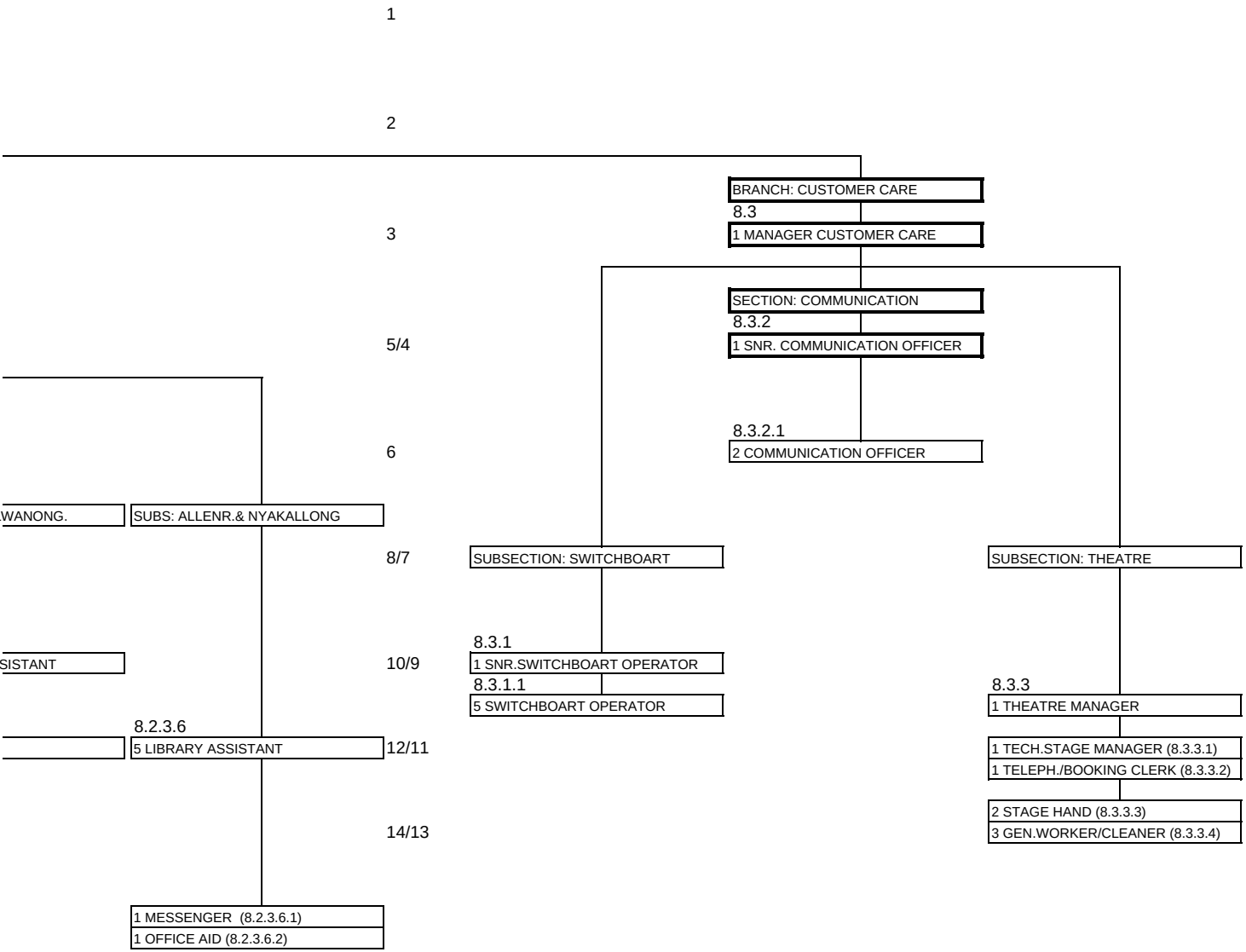
8.2.1.1.3
2 OFFICE AID

8.2.1.2.2
1 OFFICE AID

8.2.1.3.3)
2 OFFICE AID

8.2.1.4.2
2 OFFICE AID


MUNICIPAL MANAGER
DEPT: CORPORATE SERVICES
8
EXEC.MANAGER.CORP.SERVICES
BRANCH: LIBRARY & INFO.SERVICES
8.2
1 MANAGER LIBRARY & INFO SERVICES
DIVN: EXTERNAL SERVICES-WEST
8.2.3
1 SENIOR LIBRARIAN
SECT: INTERNAL LIBRARY SERVICES
8.2.2
1 LIBRARIAN
ERENCE
SUBS: INFO.& LOCAL HISTORY
SUBS: ADM.& CATALOGUEING
SUBSECTION: WELKOM
SUBSECTION: BRONVILLE
SUBSECTION: THABONG
SUBS: St. HELENA PARK
SUBS: OD & KHUTL
8.2.2.2
1 SNR. LIBRARY ASSISTANT
8.2.2.3
1 SNR. LIBRARY ASSISTANT
8.2.3.1
2 SNR. LIBRARY ASSISTANT
8.2.3.2
1 SNR. LIBRARY ASSISTANT
8.2.3.3
1 SNR. LIBRARY ASSISTANT
8.2.3.4
1 SNR. LIBRARY ASSISTANT
8.2.3.5
2 SNR LIBRARY ASS
8.2.2.1.1)
PART T.(8.2.2.1.2)
8.2.2.1.3)
8.2.2.3.1
1 CLERK
6 LIBRARY ASSISTANT (8.2.3.1.1)
3 LIBRARY ASST. - PART T.(8.2.3.1.2)
1 LIBRARY ASSISTANT (8.2.3.2.1)
1 LIBRARY ASST. - PART T.(8.2.3.2.2)
1 LIBRARY ASSISTANT (8.2.3.3.1)
1 LIBRARY ASST. - PART T.(8.2.3.3.2)
1 LIBRARY ASSISTANT (8.2.3.4.1)
1 LIBRARY ASST. - PART T.(8.2.3.4.2)
8.2.3.5.1
4 LIBRARY ASST.
8.2.2.3.2
1 CLERICAL ASST.-PART TIME
8.2.2.3.4
4 OFFICE AID
8.2.3.1.3
1 OFFICE AID
8.2.3.2.3
1 OFFICE AID
8.2.3.3.3
1 OFFICE AID
8.2.3.4.3
1 OFFICE AID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2
3
5/4
6
8/7
10/9
12/11
14/13
BRANCH: CUSTOMER CARE
8.3
1 MANAGER CUSTOMER CARE
SECTION: COMMUNICATION
8.3.2
1 SNR. COMMUNICATION OFFICER
8.3.2.1
2 COMMUNICATION OFFICER
WANONG.
SUBS: ALLENR.& NYAKALLONG
SUBSECTION: SWITCHBOART
SUBSECTION: THEATRE
8.3.1
1 SNR.SWITCHBOART OPERATOR
8.3.1.1
5 SWITCHBOART OPERATOR
SISTANT
8.3.3
1 THEATRE MANAGER
8.2.3.6
5 LIBRARY ASSISTANT
1 TECH.STAGE MANAGER (8.3.3.1)
1 TELEPH./BOOKING CLERK (8.3.3.2)
2 STAGE HAND (8.3.3.3)
3 GEN.WORKER/CLEANER (8.3.3.4)
1 MESSENGER (8.2.3.6.1)
1 OFFICE AID (8.2.3.6.2)