

## POSITION DESCRIPTION CITY OF ROCK FALLS

POSITION: Electric Department Administrative Secretary and Automatic Meter System  
Coordinator and Programmer  
REPORTS TO: Director of the Electric Department

### PRIMARY RESPONSIBILITIES

- Preparing reports/data for the Electric Department.
- Ordering/bidding inventory stock.
- Answering the telephone.
- Greeting customers.
- Programming Meter Routes
- Assure all work is performed safely according to City safety policies.
- City rules and safety practices at all times.

### QUALIFICATIONS:

- High School graduate
- Computer experience
- Previous Secretarial skills including but not limited to word documents, spreadsheets, database, etc.

### KNOWLEDGE OF:

### ABILITY TO:

### ESSENTIAL JOB FUNCTIONS

2. Enter meter readings into the billing system program and process reports.
3. Receptionist
4. General secretarial duties.
5. Computer programming and electric operations.
6. Department payroll according to City policies.
7. Inventory control and reports.
8. Work order processing.
9. Industrial rate calculations for Utility Office.
10. Ordering inventory stock-preparing purchase orders.
10. Preparation of weekly, monthly, yearly reports as necessary.

### ADDITIONAL REQUIREMENTS

- Other duties as assigned

### NON-ESSENTIAL JOB FUNCTIONS

### PHYSICAL DEMANDS

### WORK ENVIROMENT

Indoors

# City of Rock Falls

603 W. 10<sup>th</sup> Street  
Rock Falls, IL 61071-2854

*Mayor*  
Rodney Kleckler  
815-380-5333

*City Administrator*  
Robbin D. Blackert  
815-564-1366



*City Clerk*  
Pam Martinez  
815-622-1104

*City Treasurer*  
Kay Abner  
815-622-1100

## BENEFIT PACKAGE

1. **Health & Dental Coverages Available after 90 Days of Employment**
  - Employee Only Coverage
  - Employee & Spouse
  - Employee & Child (up to 26 years old)
  - Family Coverage
    - a. **Blue Cross/Blue Shield of Illinois Health Insurance**
      - 80% of Premium paid by City
      - 20% of Premium paid by Employee
    - b. **Met Life Dental Insurance**
      - 80% of Premium paid by City
      - 20% of Premium paid by Employee
2. **Illinois Municipal Retirement Fund (IMRF)**
  - Tier 2 Plan (unless already under Tier 1)
  - Vested after 10 years of service
  - IMRF Tier 2 Plan can be viewed at [www.imrf.org](http://www.imrf.org)
3. **Vacation Days per calendar year – 1 week after one year of service, 2 weeks after 2 years of service, 2 weeks and 2 days after 5 years of service, 3 weeks after seven years of service, 3 weeks and 1 day after 10 years of service, 3 weeks and 3 days after 12 years of service, 4 weeks after 15 years of service, 4 weeks and 2 days after 20 years of service, 5 weeks after 25 years of service.**
4. **11 Sick Days per calendar year – 1 per month earned for first 11 months of each year**
5. **Holiday Pay: Eleven paid holidays per year:**

New Year's Day	Labor Day
Presidents Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
July 4th	Christmas Day
6. **Bereavement Pay**
7. **Personal Days: 2 per year**
8. **Workday is 7:00 a.m. to 3:30 p.m. Monday - Friday with 1/2 hour for lunch.**