

POSITION DESCRIPTION CITY OF ROCK FALLS

Position: Tourism Assistant

Reports To: Director of Tourism/Event Coordinator

Summary: This part-time position will primarily be responsible for assisting the Director of Tourism/Event Coordinator with the planning and handling of events. Additionally, the position requires a creative, marketing minded individual with clerical and office experience.

ESSENTIAL DUTIES AND REPONSIBILITIES

- Answer and direct phone calls for the Tourism Office
- Provide and disseminate social media content
- Maintain tourism related documents and store and maintain electronic files appropriately
- Communicate effectively with vendors and all event participants; maintain contact lists of vendors, sponsors, etc.
- Prepare, produce, and distribute correspondence memos, letters, faxes, emails, and forms
- Assist in event planning and coordination; Coordinate event entertainment, setup, schedules, volunteers, and collecting forms and submissions
- Assist in creation of marketing materials and campaigns
- File documents and maintain folders for all events, projects, and administrative aspects of Department
- Maintain supplies inventory by checking stock, anticipate supply needs, order supplies as necessary or directed
- Attend meetings, take meeting minutes, and maintain records
- Greet and assist visitors to the office
- Coordinate the repairs, or procurement of office equipment
- Any other duties as may be assigned from time to time

Requirements and Qualifications:

- Knowledge of office systems
- Experience with computers, proficient in MS Office including Publisher, Word, Excel and PowerPoint
- Knowledge of social media
- At least 1 year experience working with public
- Previous administrative assistant and/or event planning experience
- Strong written and oral communication skills
- Time management skills and ability to multi-task and prioritize work
- Strong organization and planning skills
- Available to work nights or weekends during events
- Valid Driver's License

Work Environment:

- This position will require outdoor activities that may require sitting, walking standing for prolonged periods of time. Periodic bending, squatting and the ability to lift up to 30 lbs. may also be required.
- Office setting requires sitting for prolonged periods of time, the use of a computer keyboard and screen
- Must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.
- Hand-eye coordination and fine manipulation skills are necessary to operate computers and other office equipment.

City of Rock Falls

603 W. 10th Street
Rock Falls, IL 61071-2854

Mayor
Rod Kleckler
815-380-5333

City Administrator
Robbin D. Blackert
815-564-1366



City Clerk
Pam Martinez
815-622-1100

City Treasurer
Kay Abner
815-622-1100

BENEFIT PACKAGE

- 1. Employment Wage - \$17.00 to \$19.00 per hour**
- 2. 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

(Only available for spouse if they do not have insurance available through their employer)
- 3. Illinois Municipal Retirement Fund (IMRF)**
 - Tier 2 Plan
 - Vested after 10 years of service
 - IMRF Tier 2 Plan can be viewed at www.imrf.org
- 4. One week after first year of service – Two weeks after two years**
- 5. 11 Sick Days per calendar year – 1 per month earned for each month up to 11 months of year**
- 6. Holiday Pay: Twelve 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 4 th	Christmas Day
- 7. Bereavement Pay & Personal Days: Two Personal Days per calendar year - increased after 7 years of service**