



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Administrative & Events Assistant
DEP/DIV: Cultural Affairs & Special Events
REPORTS TO: Director of Cultural Affairs & Special Event
EMPLOYEE STATUS: Full Time

JOB CODE:
ESTABLISHED: 10/2013
FLSA STATUS: Exempt
LOCATION: Billie Limacher
Bicentennial Park

SALARY/GRADE: \$53,438 - \$85,112
Classification 09/ Group IV

GENERAL PURPOSE

This position plays a key role in supporting dynamic operations, programming, and events at Billie Limacher Bicentennial Park and City Square. The Administrative & Events Assistant delivers essential administrative and customer service support that helps ensure smooth daily operations and the successful execution of City events, programs, and community activities.

This role also offers direct administrative support to the Director of Cultural Affairs & Special Events, including calendar management and scheduling coordination. In addition, the position contributes to the planning, coordination, and delivery of City-sponsored events, permitted activities, and community programming, while addressing broader administrative and operational needs across facilities and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine and complex clerical duties, including preparing correspondence, contracts, forms, permits, memoranda, tables, and reports.
- Serves as a primary point of contact for public and internal inquiries related to the use of Billie Limacher Bicentennial Park and City Square, providing general information, availability, responding to customer requests, addressing complaints, and directing inquiries to appropriate staff or departments.
- Coordinates and administers City-sponsored and partner events by maintaining comprehensive event and facility calendars for both locations utilizing event management software and reservation systems.
- Provides direct calendar management and scheduling support for the Director of Cultural Affairs & Special Events, including coordinating meetings, event timelines, internal deadlines, and cross-departmental scheduling needs.
- Coordinates with outside vendors, including custodial, security, technical, and event service providers; schedules services and conducts follow-up as needed for City-sponsored event support.
- Supports event planning logistics by preparing floor plans, staffing schedules, and operational needs for events and programs.



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Administrative & Events Assistant

LAST REVISED: 05/2026

- Receives and distributes incoming email and mail and processes outgoing mail.
- Creates, processes, and tracks event-related agreements and contracts; prepares invoices; accepts and processes payments in accordance with City procedures.
- Facilitates registration and provides administrative support for City-produced programs, including drama classes, summer camps, and other programs as directed.
- Provides administrative support for the City's special event permitting process, including assisting with application intake, documentation, and reporting.
- Maintains inventories of event-related supplies, props, costumes, and equipment, including tracking usage and storage.
- Provides on-site customer service during programs or events, including assisting guests, directing participants, and answering general facility questions.
- Supports check-in, ticketing, or information tables during City events as needed.
- Tracks attendance and participation data for events and City-produced programs and assists with compiling reports.
- Performs related duties as assigned in support of operations at Bicentennial Park, City Square, and City special event activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong organizational and time-management skills, with the ability to manage multiple calendars, timelines, and priorities.
- Proficiency in office software, data entry, and recordkeeping systems.
- Ability to communicate effectively with the public, vendors, staff, and other departments.
- Ability to handle sensitive information with professionalism and discretion.
- Strong attention to detail and ability to manage multiple tasks in a fast-paced event-driven environment.
- Ability to work independently while supporting a collaborative team environment.
- Knowledge of event coordination, permitting, or municipal operations preferred.

QUALIFICATIONS

- High School graduate or GED equivalent with specialized course work in general office practices



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Administrative & Events Assistant

LAST REVISED: 05/2026

- Experience with Microsoft Office software

SPECIAL REQUIREMENTS

Must possess a valid motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Telephone, personal computer with appropriate software, copy machine, 10-key calculator, fax machine and any other equipment that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

The physical demand described here are representative of those that must be met by employees to successfully perform the essential functions of their job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls and to reach with hands and arms. The employee is occasionally required to walk, stoop, and bend or reach from a standing or stooping position.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interaction at event sites within Bicentennial Park and City Square. Evening and weekend hours are required to support events and programs.



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Administrative & Events Assistant

LAST REVISED: 05/2026

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.