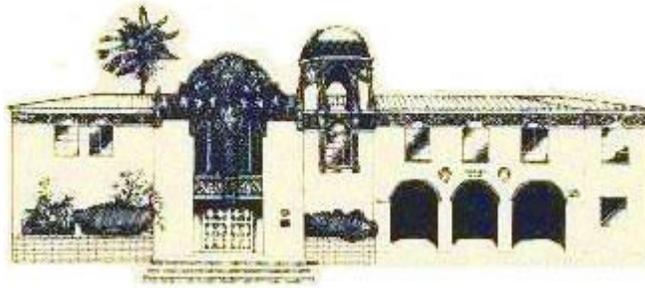


List of job announcement(s):

	Position Title	Job No.
1	Public Information Officer (EXEMPT)	1397
2	Master Electrician (NON-EXEMPT)	1407
3	Deputy Secretary (NON-EXEMPT)	1409
4	Engineering Technician (NON-EXEMPT)	1410
5	Utility Billing Clerk (NON-EXEMPT)	1411



CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Public Information Officer (EXEMPT)	EEOC Occupation Classification: Officials and Managers	City Manager Job No. 1397	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

The Public Information Officer is responsible for the City's public relations through print and electronic media as well as Public Education and Government televised access channel; facilitates public information requests and lawful responses. The employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Manager

Special Requirements: A valid Texas Drivers License if required. Marketing experience preferred. Must be a member and actively involved of at least one (1) professional association that applies to job duties.

Qualifications: Requires a Bachelors degree in Public Relations, Public Administration, and/or related field and two to three (2-3) years experience in responsible public relations positions; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have excellent writing and oral communication skills; broadcast experience and Spanish proficiency preferred. Ability to collaborate with the general public, city staff, news media, other governmental agencies in a professional, courteous and tactful manner. Must be skillful team player with a willingness to examine new ways of organizational effectiveness.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

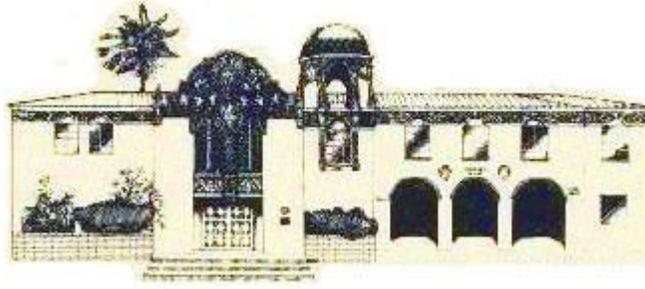
(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

***Depending on Experience**

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CITY OF WESLACO

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JOB ANNOUNCEMENT

Position Title: Master Electrician (NON-EXEMPT)	EEOC Occupation Classification: Craft Workers	Public Facilities Job No. 1407	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the provision of technical and inspection work related to the enforcement and interpretation of electrical codes and other applicable regulations pertaining to wiring and electrical work. Checks and installs light fixtures at parks and City offices. Trouble shoots electrical problems at City-owned buildings and facilities. Performs a range of manual labor including the digging of trenches, pouring of concrete, painting buildings and move furniture and appliances from different establishments. Employee is require to be on-call to respond to emergency situations. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Director

Special Requirements: Must have a Masterø Electrician License.

Qualifications: Must have a valid motor vehicle Driver License. Position requires a College degree, and a minimum of three to five (3-5) years of experience in electrical work; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Work Conditions: Working conditions involved frequent exposure to intermittent machine or related noise or a combination of unpleasant elements such as orders, chemical fumes, dust, smoke, heat, electricity, oil, dirt or grease. Includes work under typical shop conditions, or outdoor work which is suspended when weather conditions are poor. The may be required to work at heights, in confined or cramped quarters, or around machinery and its moving parts. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations.

COMPENSATION AND BENEFITS

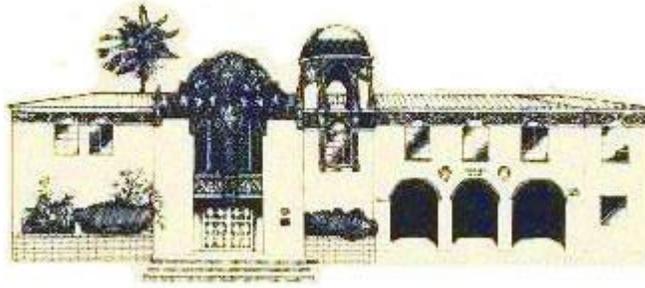
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; WorkersqCompensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Deputy Secretary (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	City Secretary's Office Job No. 1409	Salary Range: \$10.88 - \$13.27	Deadline: Open Until Filled
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JOB SUMMARY:

Responsible for assisting with the processing of official municipal records including those related to City Commission's action. Assists with the implementation and management of the Records Management Program to identify, preserve, and protect City records; assist in the responsibility of City wide records retention, retrieval and disposition. Manage the city's active agreements and pending expirations through contract matrix system. Assists City Secretary in reconciliation of daily inventory and cash register. Provides administrative support to the City Commission such as preparing agendas, reports, proclamations, resolutions, and ordinances. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Secretary

Qualifications: Bachelor's degree preferred with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. The ability to understand, interpret and applying complex federal, state and local regulations. Must be highly organized, be able to analyze information and make decisions on a variety of items ranging from simple to complex, which requires mature judgment, be self-motivated, be able to work independently and accept responsibility. Must be able demonstrate more than ordinary courtesy, tact, and diplomacy working with other staff and the public.

Special Requirements: Valid Texas Drivers License; must be able to attain within one year Certified Records Manager Certificate and Acknowledgement of Paternity Certification.

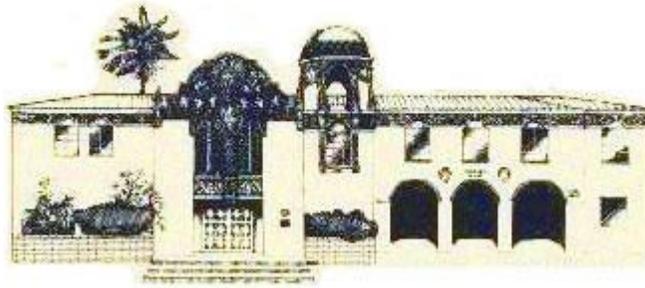
COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Engineering Technician (NON-EXEMPT)	EEOC Occupation Classification: Professionals	Planning/Code Enforcement Job No. 1410	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the drafting and mapping (CADD and GIS) of all roads, water lines, and services sewer lines, drainage lines, curb and gutters, manholes and fire hydrants, as well as planning activities and maps required by supervisor. Employee will thoroughly inspect all new utility construction projects. Provide daily and monthly report on project progress. The employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Construction Inspector/CADD Supervisor

Work Environment: Additional working conditions may involve exposure to noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes outdoor work that is suspended when weather conditions are poor. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee may be required to work beyond normal business hours to attend evening meetings.

Qualifications: Associate Degree in Drafting preferred with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. A valid Driver's License is required.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:

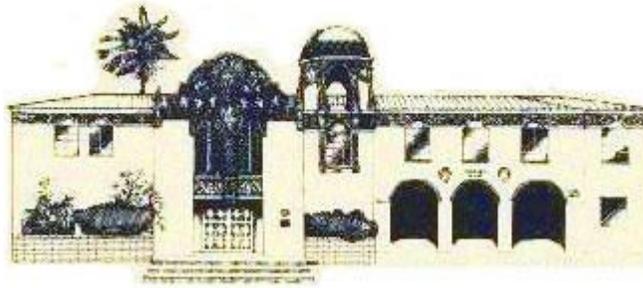
City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

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CITY OF WESLACO

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JOB ANNOUNCEMENT

Position Title: Utility Billing Clerk (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Utilities Job No. 1411	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Responsible performs clerical support services to ensure efficient utility bill collection operations including the maintenance of financial records. Billing Clerk is responsible for the preparation the utility bills and related billing schedule. Assists staff, public and other departments in furnishing information in order to resolve routine problems; researches questions, answers telephone and/or directs to appropriate person, department in a helpful, courteous and efficient manner; creates new customer accounts as necessary. Prepares the client disconnect list for failure to make required payments; posts debit and credit memos to customer accounts. Loads and unloads the handhelds for the Meter Division daily. Prepares and completes service orders. Orders office supplies as necessary. Assists other department personnel with special projects as requested. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Utility Billing Supervisor

Qualifications: High School Diploma or equivalent with one (1) year office work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Cashier/Billing experience and cash handling policies preferred, but not required. Must be able to make decisions on a variety of items ranging from simple to complex, which requires mature judgment, be self-motivated, be able to work independently and accept responsibility.

Special Requirements: A valid Texas Drivers License is required. Bilingual and proficient in both Spanish and English preferred but not required.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workersq Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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