



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: City Manager (EXEMPT)	EEOC Occupation Classification: Officials and Managers	Administration: Job No. 1519	Salary Range: Negotiable	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is the administrative head of the City government providing direction and general management for the administration and operation of each department within the City and to perform duties as delegated by actions of the City Council. Creates assignments in accordance with the general needs and services of the City or as suggested by various committees and commissions and civic groups. Reviews and edits reports and statements prepared for the attention for the City Council and/or various committees and commissions. Employee provides direction and guidance to department heads. Meets with city Council members and the Mayor to review and discuss projects, program and related matters impacting city government. Meets with citizens and citizen groups to exchange information and review current or proposed programs on-going and proposed. Employee ensures that all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses and privileges granted by the City are faithfully performed and observed. Employee performs the duties of the City Manager as described in the Municipal Code.

REPORTING RELATIONSHIP:

Reports to City Mayor and Six City Commissioners

Qualifications: Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Administration or a related field is required. Masters degree preferred. Five to ten (5-10) years of increasing responsible managerial and administrative experience in a municipal government or large organization. Employee must have a valid Texas Driver's License.

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

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