



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: Network Administrator (EXEMPT)	EEOC Occupation Classification: Professional	Information Technology Department: Job No. 1607	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the configuration, implementation, and maintenance of the City’s internal, wireless and external networks. Employee troubleshoots network performance issues and helps create and maintain a disaster recovery plan. Employee recommends upgrades, patches, and equipment. Employee performs network cabling when required. Provides technical support and guidance to users as well as ensures that network systems function efficiently and securely to support the organization's information technology needs. Employee assists in the recording of all Commission Meetings. Employee performs other duties as assigned.

REPORTING RELATIONSHIP:

Reports to I.T. Director

Qualifications: Associate’s or Bachelor’s degree in I.T. related field with two to four (2-4) 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. Valid Texas Driver’s License.

Work Environment: Working conditions involve exposure to equipment/machinery, traffic, electricity and loud noises. Work may involve general cleaning, 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.

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; Paid Holidays; Personal Leave Days.

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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