



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: Support Analyst (NON-EXEMPT)	EEOC Occupation Classification: Paraprofessional	Information Technology Department: Job No. 1608	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

The Support Analyst is responsible for supporting and troubleshooting hardware, software, and network connectivity issues over the phone and at the desktop to all City staff. Provide front-line support by answering, escalating/resolving, and documenting calls and e-mails to the Service Desk. Provides technical support and guidance to users as well as ensures that computer systems function efficiently and securely to support the organization's information technology needs. Perform network cabling when required. Employee performs other duties as assigned.

REPORTING RELATIONSHIP:

Reports to I.T. Director

Qualifications: Graduate of a two year college with an Associate's degree in I.T. related field 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. 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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