



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: Executive Assistant (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	City Manager's Office: Job No. 1566	Salary Range: DOE	Deadline: Until Filled
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JOB SUMMARY:

Employee is responsible for performing administrative and clerical duties for the City Manager. Employee has access to City-wide confidential information, including personnel files, collective bargaining documents, lawsuits, criminal investigations and records, client records and department records. Makes travel arrangements; maintains appointment schedules and calendars for the City Manager and Municipally-elected officials. Composes memorandums and letters for the City Manager. Maintains and updates files and records and contact list.

REPORTING RELATIONSHIP:

Reports to the City Manager.

Special Requirements: Must have a valid Texas Driver's License.

Qualifications: Position requires an Associate's Degree (Bachelor's Degree preferred) and five to seven (5-7) years of office experience in an executive office; 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. Ability to work tactfully and communicate courteously with the public on a daily basis.

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. (As per City of Weslaco Personnel Policies & Procedures Manual)

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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