

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

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|--|--|--|------------------------------------|---------------------------------------|
| Position Title: Asst. City Manager (EXEMPT) | EEOC Occupation Classification: Officials and Managers | City Manager's Office Job No. 1303 | Salary Range: Negotiable | Deadline: Open Until Filled |
|--|--|--|------------------------------------|---------------------------------------|

JOB SUMMARY:

Oversees the daily administration of assigned departments. Acts as external liaison and constituent services provider to key constituent groups in the City or State. Participates in City-wide budget planning and review sessions in support of the City Manager. Maintains custody of assigned Departmental records in accordance with applicable local, state and federal laws and regulations. Reviews all funding requests, payments and expenditures for departments managed. Performs special projects and prepares reports requiring research and implementation as needed. Creates policy memorandum for the City Manger regarding issues to be discussed at senior staff meetings. Attends conference/training sessions on behalf of the City Managers' Office. Acts as a liaison between the assigned Departments and other City departments, State and federal agencies as required.

REPORTING RELATIONSHIP:

Reports to City Manager

Qualifications:

Graduate of an accredited college with a Bachelor's degree (Master of Public Administration, MPA or Masters Preferred) in a related field with five to seven (5-7) 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.

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:

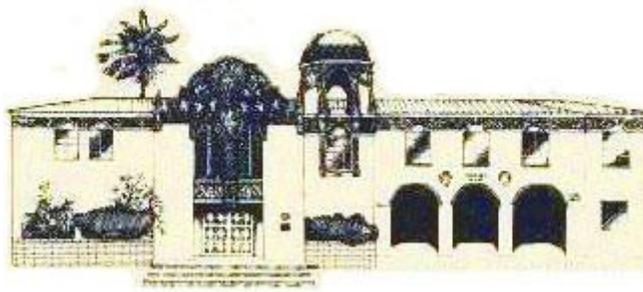
(956) 968-3181

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HR POSTED-2/6/13



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|--|--|---|---|--|
| Position Title: Jailer (NON-EXEMPT) | EEOC Occupation Classification: Service Workers | Police Department Job No. 1302 | Salary Range: \$10.88 hour | Deadline: Open Until Filled |
|--|--|---|---|--|

JOB SUMMARY: Responsible for physical intake, detention and release of prisoners. Responsible for inputting correct reports, records and other paperwork involved with jail operations into police database system. Arranges for and supervises visitation of prisoners. Arranges for feeding of prisoners. Responsible for security and cleanliness of jail facilities. Makes frequent and regular inspections and evaluations of structural and functional conditions of all jail facilities. Performs any other duties necessary in order to provide a safe, sanitary and humane environment as possible for inmates. Must be computer literate. Performs other job related duties as necessary.

REPORTING RELATIONSHIP:

Reports to Chief of Police

Qualifications: A High School Diploma or GED Certificate is required. Preferred, but not required, one year experience in a law enforcement agency or jail facility or a jailer certificate by the Texas Commission on Law Enforcement Officers Standards and Education. Must have some knowledge of mechanics of arrest and have the ability to execute basic self-defense and restraint techniques. 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.

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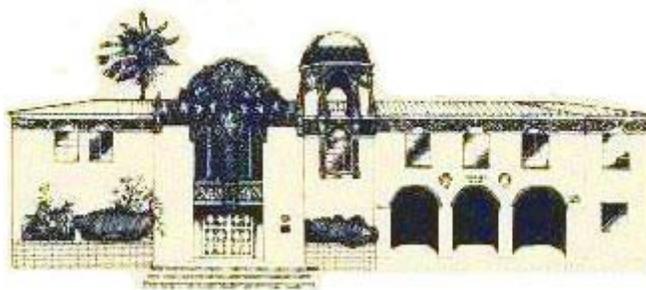
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| Position Title: Heavy Equip Operator (NON-EXEMPT) | EEOC Occupation Classification: Laborers & Helpers | Public Facilities Job No. 1305 | Salary Range: D.O.E. | Deadline: Open Until Filled. |
|--|--|---------------------------------------|--------------------------------|--|

JOB SUMMARY:

Employee will operate heavy equipment such as backhoe, front end loader, dump truck, and similar equipment used in the completion of assigned public works projects. Required to respond to emergency situations as necessary. Performs routine maintenance of assigned equipment and trucks. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Supervisor.

Qualifications: Position requires a High School Diploma or equivalent and three to five (3-5) years of prior work experience in the operation of heavy equipment; 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.

Special Requirements: Must have a valid Class A Commercial Driver’s License or the ability to obtain one within six (6) months after hire.

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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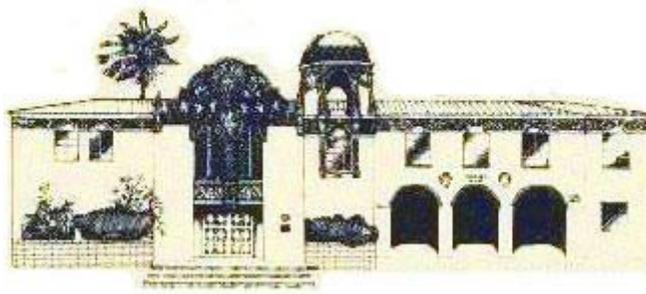
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| Position Title: Senior Planner (EXEMPT) | EEOC Occupation Classification: Professionals | Planning Department Job No. 1306 | Salary Range: *D.O.E. | Deadline: Open Until Filled. |
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JOB SUMMARY:

Works directly under the Director of Planning and Code Enforcement, the Senior Planner, enforces federal, state, and local rules, regulations, and ordinances pertaining to municipal planning, transportation planning, and land use. Prepares annexation studies, draft ordinances, and the City’s Capital Improvement Program. Reviews subdivisions plats, construction plans and zone change requests. Assists in administering the Urban County Program. Makes presentations to the various planning and zoning boards. Works with the public on daily planning operations and on a variety of public planning projects.

REPORTING RELATIONSHIP:

Reports to the Planning Director.

Qualifications: Ability to work tactfully and communicate courteously with the public on a daily basis. Must have experience in planning, preferably in a municipal setting. Supervisory experience is preferred. A valid Texas Driver’s license is required. Applicant must have a Bachelor degree in Urban Planning preferred and four to seven (4-7) years of Planning and Zoning experience.

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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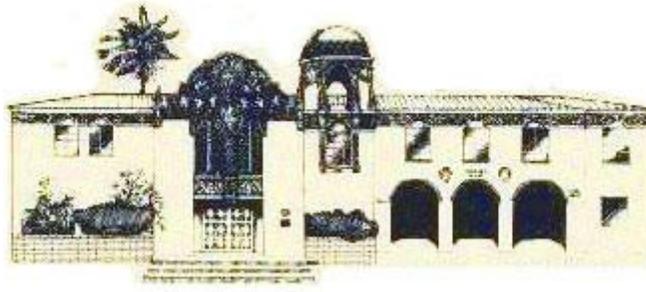
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***Depending on Experience**



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| Position Title: HR Generalist I (NON-EXEMPT) | EEOC Occupation Classification: Administrative Support Workers | Human Resources Job No. 1307 | Salary Range: *D.O.E. | Deadline: Open Until Filled. |
|---|--|-------------------------------------|---------------------------------|--|

JOB SUMMARY:

Answers phone calls, directing calls, taking messages, and responding to routine requests. Receive, sort, and delivers the external and interdepartmental mail. Post jobs, input application information into spreadsheet, tracking and routing applications, coordination with departments and preparing hiring documents such as I-9's, W-4's, TMRS, etc. Processes personnel action forms (PAF's), receiving, reviewing, verifying, distribution, tracking, and filing. Acts as support and backup to the HR Civil Service Director in all aspects of Civil Service including posting meetings, testing notices, ordering testing materials, supplies, and assist in administering civil service tests. Assists other departments as needed. Perform a wide range of clerical functions for the Department and Civil Service as required.

REPORTING RELATIONSHIP:

Reports to the Human Resources Director.

Qualifications: Ability to work tactfully and communicate courteously with the public on a daily basis. High School diploma or equivalent and 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 Texas Driver's license is required.

COMPENSATION AND BENEFITS

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