

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 (EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	City Manager's Office Job No. 1239	Salary Range: *D.O.E.	Deadline: Open 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, law sites, 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. Prepares Municipal Court Motions and Court Orders to Dismiss for the City Attorney and municipal judge signature. .

REPORTING RELATIONSHIP:

Reports to the City Manager.

Qualifications: Position requires an Associate's Degree (Bachelor 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. A valid Texas Driver's license is required.

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:

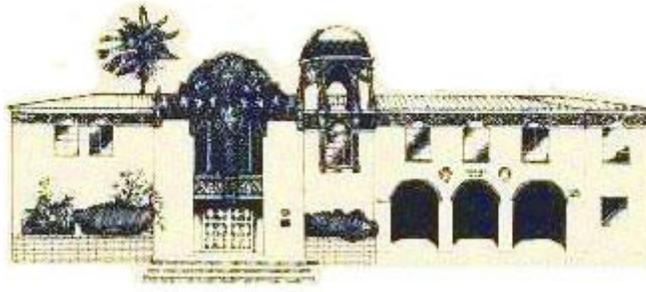
(956) 968-3181

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***Depending on Experience**



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JOB ANNOUNCEMENT

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
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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.

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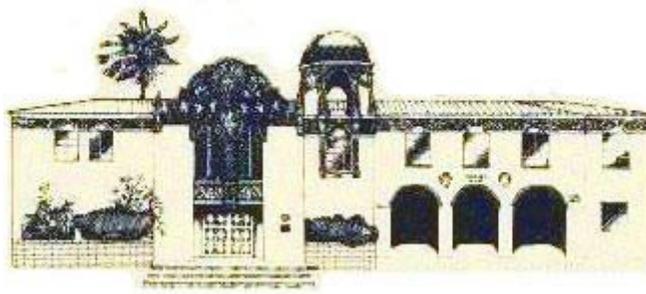
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JOB ANNOUNCEMENT

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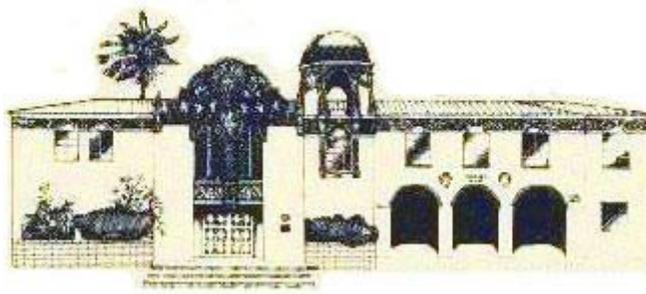
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JOB ANNOUNCEMENT

Position Title: Communications Officer/ Dispatcher (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Police Department Job No. 1304	Salary Range: \$13.00	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will monitor the 2-way radio system and teletype terminal. Monitors security cameras. Prepares police, fire, EMS, and dispatch reports. Handles all incoming telephone calls and 911 telephone system. Must have one year experience in radio dispatch; knowledge of telecommunications equipment, keyboards, radios and computers. High level of confidentiality. Must pass a background test. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Communications Supervisor

Qualifications: Position requires a valid Driver's License and a High School Diploma or equivalent and 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

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