

**CITY OF WESLACO**

**JOB OPPORTUNITIES**

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

**JOB ANNOUNCEMENT**

<b>Position Title: Director of Finance (EXEMPT)</b>	<b>EEOC Occupation Classification: Management</b>	<b>Finance Department Job No. 1160</b>	<b>Salary: Negotiable (DOQ)</b>	<b>Deadline: Open Until Filled.</b>
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**JOB SUMMARY:**

Primarily responsible for the financial administrative operations of the City of Weslaco. These operations include, but are not limited to the following: budgeting, financial planning, financial accounting, payroll accounting, cash management, debt management, bank relations, bond rating agencies, and fixed asset accounting. Responsible for financial reporting and communicating financial performance and forecasts to multiple audiences, with a responsibility to citizens and taxpayers to provide transparent accountability for use of public funds.

**REPORTING RELATIONSHIP:**

Reports to City Manager

**EDUCATION:**

Requires Bachelor of Arts in Accounting, Finance, or Business Administration. Certified Public Accountant Preferred (CPA).

**EXPERIENCE:**

Three (3) years of progressively responsible financial management experience required in a municipal government.

**SPECIAL REQUIREMENTS:** Certification by Governmental Financial Officers Association of Texas (GFOAT) required within three (3) years of appointment. This is a security sensitive position.

**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 Ave.  
Weslaco, TX 78596

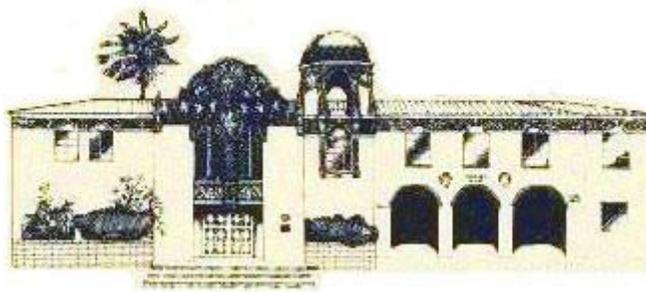
**Or Call:** (956) 968-3181 ext. 3139

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**HR POSTED-10/4/12**



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## JOB ANNOUNCEMENT

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<b>Position Title:</b> Director/City Engineer (EXEMPT)	<b>EEOC Occupation Classification:</b> Officials & Managers	<b>Planning Department Job No. 1214</b>	<b>Salary Range:</b> D.O.E.	<b>Deadline:</b> Open Until Filled.
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**JOB SUMMARY:**

The City Engineer is responsible for engineering design and construction of water, wastewater, streets, and drainage systems. Engineering overview, technical review, and approval for development projects such as plan review and inspection of both privately funded public improvements and City, state, or federally funded public improvements. Review subdivision plats and subdivision construction documents. Assist in the preparation of plans and specifications and in the public bidding, project monitoring, and review process for public works construction projects. Review of work done by outside firms, including design, contract specifications, bid tabulations, and recommendations. Preliminary and final engineering design, surveying, and construction management of water, wastewater, street, and drainage system projects. Engineering overview and technical support for grant applications.

**REPORTING RELATIONSHIP:**

Reports to City Manager

**Qualifications:** The Engineer shall have a minimum of three (3) years experience as a Civil Engineer specializing in municipal city engineering; Must have a Bachelors Degree and be registered with the Texas Board of Professional Engineers.

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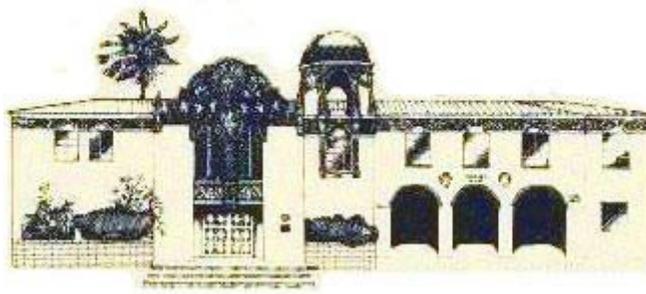
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> <b>Water Distribution Operator</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Operators</b>	<b>Public Utilities Department</b> <b>Job No. 1223</b>	<b>Salary Range:</b> <b>D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled.</b>
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**JOB SUMMARY:**

Employee is responsible for the operation, maintenance, construction and repair of the City’s water distribution wastewater collection system with the use of equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Supervisor

**Qualifications:** Position requires a Class B Commercial 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**

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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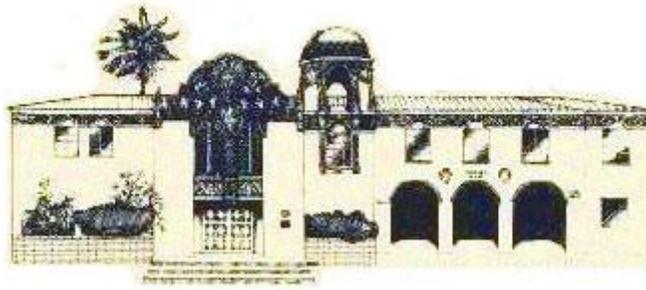
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Laborer (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Laborers & Helpers	<b>Public Facilities Job No. 1220</b>	<b>Salary Range:</b> D.O.E.	<b>Deadline:</b> Open Until Filled
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**JOB SUMMARY:**

Employee is responsible for the provision of semi-skilled manual work in the maintenance, construction and repair of City property (street, sidewalks, grounds, parks and trees) and the completion of a wide range of public works projects. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Foreman

**Qualifications:** Position requires a High School Diploma or equivalent and three (3) years of prior 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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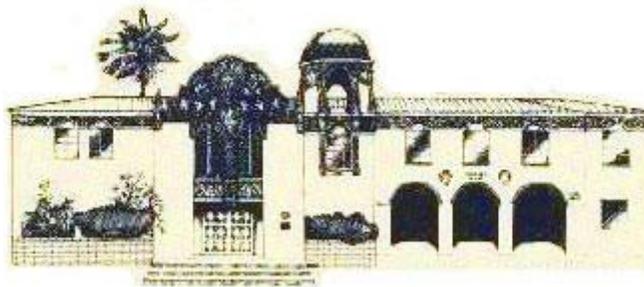
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## JOB ANNOUNCEMENT

<b>Position Title:</b> <b>Communications Officer/ Dispatcher</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Administrative Support Workers</b>	<b>Police Department Job No. 1224</b>	<b>Salary Range:</b> <b>\$13.00</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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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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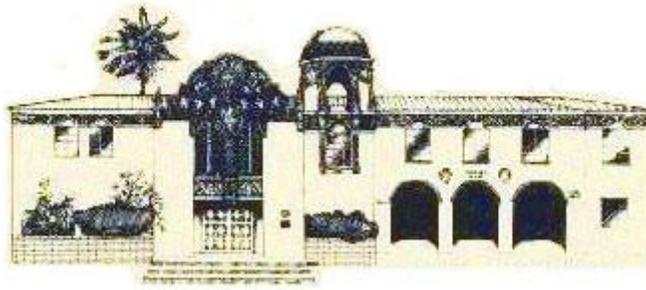
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Jailer (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Service Workers	<b>Police Department</b> Job No. 1227	<b>Salary Range:</b> \$10.88 hour	<b>Deadline:</b> 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**

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