



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.

**ANNOUNCEMENT FOR ALL APPLICANTS (External)
Posted: January 26, 2012**

Position Title: Director of Finance (EXEMPT)	EEOC Occupation Classification:Management	Finance Department Job No. 1160	Salary: Negotiable (DOQ)	Deadline: Until Filled
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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, and fixed asset accounting. Responsible for financial reporting and communicating financial performance and forecasts to multiple audiences, with a responsibility to citizens, taxpayers to provide transparent accountability for use of public funds.

REPORTING RELATIONSHIP:

Reports to City Manager

TYPICAL DUTIES:

1. Directs and supervises the work activities of the Finance Department staff.
2. Analyzes financial information and prepares financial reports to determine or maintain record of assets, liabilities, revenues, grant funds, hotel and motel occupancy taxes or other financial activities.
3. Sets financial and administrative goals and objectives and develops policies, methods, and procedures, to accomplish these goals and objectives.
4. Makes and implements management changes to improve the operation and direction of the City's financial affairs.
5. Directs and maintains the central accounting system for the City.
6. Prepares financial statements, reports, and schedules.

7. Responsible for the timely and accurate preparation of the City's Comprehensive Annual Financial Report.
8. Monitors expenditures to ensure departmental budgets are not exceeded.
9. Reviews and makes recommendations on city ordinances relating to revenues and expenditures.
10. Develops annual City budget in coordination with departmental directors and executive management for City Commission review and approval.
11. Makes recommendations to City Manager and City Commission on a variety of financially related issues.
12. Liaison to the City's contractual Financial Advisor, Bond Counsel, and external auditors, and the provision of financial data and necessary.

EDUCATION:

Requires Bachelor of Arts. Degree in Accounting, Finance, or Business Administration. Prefer with a CPA designation.

EXPERIENCE:

Three (3) of progressively responsible financial management experience required with a municipal governmental entity.

Special Requirement: Certified Public Accountant is desirable and certification by Governmental Financial Officers Association of Texas (GFOAT) required within three- (3) years of appointment. This is a Security sensitive position.

KNOWLEDGE:

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Advanced knowledge of accounting software such as online bill pay, performance and project management, accounting, financial reporting and fixed asset management.

Intermediate knowledge of working with relational databases, tables, reports and queries

WORK CONDITIONS

INDEPENDENT ACTION:

Incumbent establishes work procedures and performance standards in conformance with administrative policies and completes assigned duties with virtually no reference of detail to higher supervision; determines the structure and function of a work unit composed of employees of various skills and responsibilities. Arbitrates questionable items within the limits of general policies.

MANAGEMENT PLANNING:

Planning is complex. Works with a number of diversified and unrelated, intangible facts and elements. Standardized methods, procedures, and techniques are only a small part of the required planning. Requires the interpretation of data as a basis for making decisions.

INTERACTION WITH OTHERS:

Frequently has contacts that require interaction with outside companies, governmental agencies or contractors. Many of the contacts require stating the City's policy on the inquiry involved. Has frequent contacts of an influencing nature with other departments.

Updated HR-1/26/12

CONFIDENTIALITY OF WORK:

Data handled is very confidential, in that their disclosure could result in serious damage to the internal or external relations within the different departments of the City.

CONSEQUENCE OF ERROR:

Responsibility for high factual accuracy, or the exercise of sound judgment. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss and loss in prestige by the City in its dealings with others. Probable errors may involve the approval, on a department or divisional basis of data previously prepared by others, or the final development and/or administration of City policy.

DEGREES OR "PRESSURE":

Work flow is high, and/or of considerable variety in task assignments, many of which are unrelated. Interruptions are frequent and distracting. Work requires attention to details. Approximately 60% of the day, the work flow is heavy.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; 125 Cafeteria Plan Texas Municipal Retirement System; Workers Compensation; Vacation/Sick Leave; 11 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

Position Title: Part-Time Circulation Clerk (NON-EXEMPT)	EEOC Occupation Classification: Clerical	Library Job No. 1161	Salary/Wage: Range \$7.25 to \$10.44	Deadline: Until Filled
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JOB SUMMARY: Compile records, sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials. Assists with the Theater Complex programming and maintenance. Collects fines and performs other duties as assigned.

REPORTING RELATIONSHIP:

Reports to Assistant Library Director

JOB RESPONSIBILITIES

Instruct patrons on how to use reference sources, card catalogs, and automated information systems.

- Open and close library during specified hours and secure library equipment, such as computers and audiovisual (AV) equipment.

- Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
- Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
- Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used.
- Perform clerical activities, such as answering phones, sorting mail, filing, typing, and photocopying and mailing out material.
- Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audiovisual and other materials.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.

KNOWLEDGE AND SKILLS

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Bilingual in Spanish and English – Preferred.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.