

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: Director of Finance (EXEMPT)	EEOC Occupation Classification: Management	Finance Department Job No. 1160	Salary: Negotiable (DOQ)	Deadline: Open 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, 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

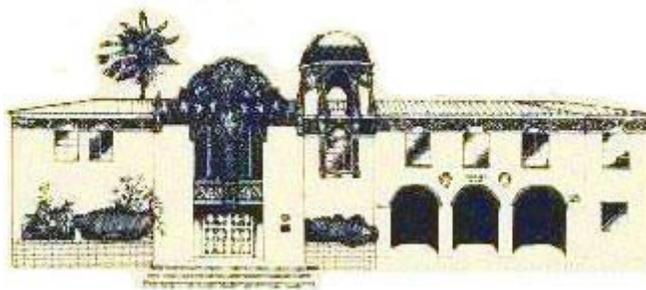
Or Call: (956) 968-3181 ext. 3139

Or Visit Our Web Site: www.weslacotx.gov

Email: csuing@weslacotx.gov

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HR POSTED-11/27/12



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JOB ANNOUNCEMENT

Position Title: Director/City Engineer (EXEMPT)	EEOC Occupation Classification: Officials & Managers	Planning Department Job No. 1214	Salary Range: D.O.E.	Deadline: 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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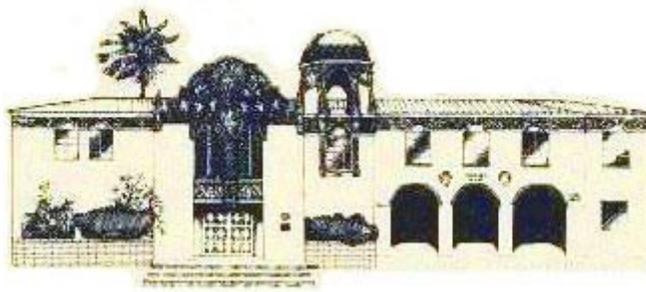
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INTERNAL JOB ANNOUNCEMENT

Position Title: Water/WasteWater Collection Operator (NON-EXEMPT)	EEOC Occupation Classification: Service Worker	Public Facilities Job No. 1235	Salary Range: D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

This position is responsible for the operations, maintenance, construction and repair of the City's wastewater collection system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or additional duties as required.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: High School Degree or equivalent; up to one (1) year 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.

Special Requirements: Class B Commercial 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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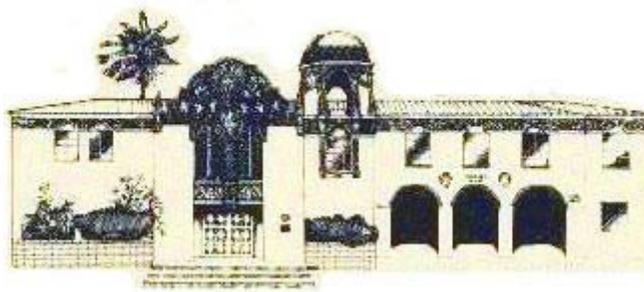
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JOB ANNOUNCEMENT

Position Title: EMS Billing Specialist (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Fire Department Job No. 1237	Salary Range: D.O.E.	Deadline: Open Until Filled.
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JOB SUMMARY:

Responsible for the accountability of daily EMS reports-post payments, prepares end of the month reports-bill Medicare/Medicaid insurance private pays-follow up on claims-file appeals re-bill denials maintain an efficient filing system, general office procedures. Able to meet deadlines; maintains courteous and professional public contact. Must have knowledge in Medicare/ Medicaid regulations-knowledge in office equipment; some knowledge in Medical terminology, ICD-9 coding. Computer skills-clerical skills written and oral skills. Perform multiple tasks and maintain confidential information. This is a safety sensitive position.

REPORTING RELATIONSHIP:

Reports to the Fire Chief or designee.

Qualifications: Must have a High School Diploma or equivalent with one to three (1-3) years work experience 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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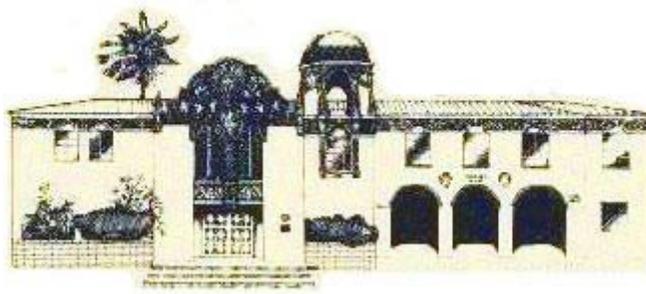
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JOB ANNOUNCEMENT

Position Title: Receptionist (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Police Department Job No. 1236	Salary Range: \$10.44	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will answer the telephone and channels the calls to the appropriate person or department. Greets the public and directs them to the appropriate offices. Places calls for various city personnel. Assists in providing information to departments by telephone or in person. Assist in entering reports to computer system. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to the Administrative Service Coordinator.

Qualifications: Must have a High School Diploma or equivalent with one to three (1-3) years work experience 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. Position requires a valid Driver's License.

COMPENSATION AND BENEFITS

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