



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) Re-Posted: Wed. February 8, 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, 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; 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

Updated HR-2/9/12

Position Title: Weslaco Chief of Police (EXEMPT)	EEOC Occupation Classification: Management	Police Dept. Job No. 1152	Salary/Wage: Negotiable (DOQ)	Deadline: Until Filled
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The Chief of Police is an at-will appointed position, not covered by civil service regulations or the collective bargaining agreement between the City of Weslaco and its police officers.

Minimum Requirements:

To be appointed to the position of Chief of Police, an applicant must:

1. Be eligible for certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) at the intermediate level or its equivalent as determined by that commission;
2. Have served as a bona fide law enforcement officer for at least five years, 10 years preferred and;
3. Have a High School Diploma, Bachelor of Arts or Bachelor of Science degree preferred from an accredited college or university.

Process:

If interested submit your application to Human Resource Department along with the supporting documentation regarding qualifications pursuant to §143.013 of the Texas Local Government Code and Article V, §21 of the Weslaco City Charter.

Interested persons should submit their applications as soon as possible if interested in this position.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System; Workers Compensation; Vacation/Sick Leave; 11 Paid Holidays; 1 Personal Leave Day.

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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.

Bilingual in Spanish and English – Preferred.

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