

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

Re-Posted: Mon. February 20, 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; 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.

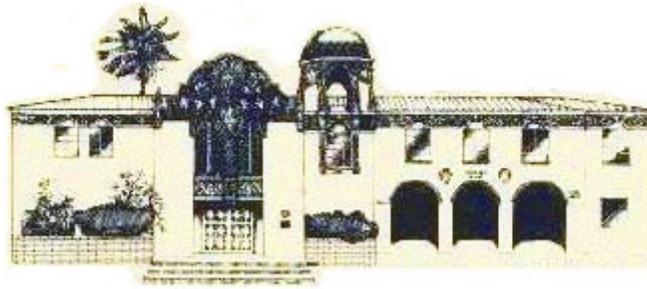
For More Information Contact:
City of Weslaco
Human Resources Department
255 S. Kansas Ave.
Weslaco, TX 78596

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

Or Visit Our Web Site: www.weslacotx.gov

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Updated HR-3/1/12



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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.

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.

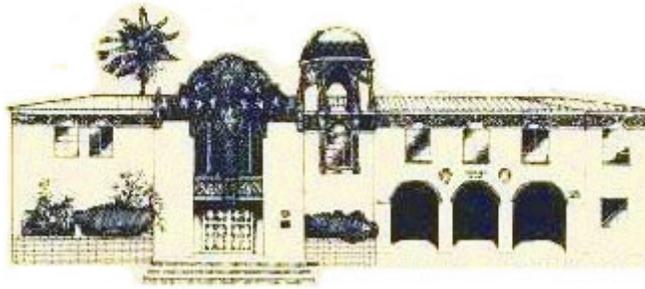
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Position Title: Secretary (NON-EXEMPT)	EEOC Occupation Classification: Clerical	Planning Department Job No. 1201	Salary Range: \$10.17 - \$14.04 hour	Deadline: March 9, 2012
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JOB SUMMARY:

Responsible for providing clerical and administrative support to the Planning and Code Enforcement Department. Produces quality correspondence and other routine documents, memos, vouchers, requisitions, bid documents, contract documents and other related documents. Responsible for answering and screening telephone calls. Attends and prepares the Planning and Zoning Commission meeting minutes and agendas, submits ordinances to the newspaper for proper publication and prepares them for public notice. Orders and maintains record of the division's office supplies and prepares all necessary purchase orders. Issues permits and performs duties as a receptionist. Receives and processes citizens' complaints on weedy lots, restaurants, mosquito problems. Relays traffic for animal control officers. Performs other duties as required.

REPORTING RELATIONSHIP:

Reports to Health Official

Qualifications: A minimum of one (1) year experience in a secretarial or clerical position is preferred. Computer skills with experience in Windows, Microsoft Office Products including Excel, Word, and Access. Must have the ability to use a typewriter, transcribing equipment and other standard office machines. Must be able to handle the two way radio system on a daily basis. The ability to deal with the public and all city personnel on a daily basis in a professional and tactful manner. Some knowledge of City government would be helpful. Must be able to make decisions on a variety of items ranging from simple to complex, which requires mature judgment, be self-motivated, be able to work independently and accept responsibility. A High School Diploma or GED Certificate is required; graduate of a vocational or business training program preferred. A valid Texas Drivers 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.

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