



**CITY OF WESLACO
JOB OPPORTUNITIES**

Applications are being accepted for the following full-time positions. A complete description of a listed position is available at the Human Resources Department at 956-968-3181, Ext. 3139.

ANNOUNCEMENT FOR ALL APPLICANTS (External)

Skilled Laborer (2)	Job No. 1116	Public Utilities	Salary: DOE*	Deadline: Until Filled.
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Responsible for checking and insuring continuous operation of water and wastewater lines within the City of Weslaco. Repairs water and sewer lines. Removes sludge from pipes, and unplugs sewer lines. Maintains and repairs manholes. Cleans and greases pumps. Adds chemicals when necessary and in accordance with all federal, state, and local requirements. Maintains (mowing and trimming) around fire hydrants. Installs water meters and makes water taps. Is responsible for operation, safety and maintenance up-keep of machinery. Performs other job related tasks as required and/or assigned. Position requires a safety individual with manual dexterity and mechanical skills. The successful individual must be capable of following specific instructions from supervisor. Must have a high school diploma or a G.E.D. Certificate. This schedule consists of 40 hours per week, some overtime is required. Continuously works outdoors in all types of weather. The work requires strength and agility. Class B - CDL drivers license. 2 years of actual truck driving experience.

Executive Assistant	Job No. 1130	City Manager Office	Salary: DOE*	Deadline: Until Filled
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Employee is responsible for performing administrative and clerical duties for the City Manager. Employee has access to City-wide confidential information, including personnel files, collective bargaining documents, law sites, criminal investigations and records, client records and department records. Makes travel arrangements; maintains appointment schedules and calendars for the City Manager and Municipally- elected officials. Composes memorandums and letters for the City Manager. Maintains and updates files and records and contact list. Prepares Municipal Court Motions and Court Orders to Dismiss for the City Attorney and municipal judge signature. Position requires an Associate's Degree (Bachelor degree preferred) and five to seven (5-7) years of office experience in an executive office; 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.

Reference Specialist	Job No. 1131	Library	Salary: DOE*	Deadline: Until Filled
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The Reference Specialist is responsible for assisting the public with research, weeding out older materials and acquiring new items to continually update the library's collection and coordinating the lending and borrowing of books from distant libraries. Creates signs and displays to attract attention and inform the public of events or programs. Creates spreadsheets listing detail aspects of new materials being ordered to be added into the library's collection. Evaluates donated items for their informational value and continual shelving duties in maintaining correct order in Reference department shelves. High School Graduate with some college training and up to one (1) year work experience.

***Depending on Experience**

Dispatcher	Job No. 1133	WESLACO PD	Salary: \$13.00 hr	Deadline: Until Filled.
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Monitors 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. A High School Diploma or GED Certificate and a valid Texas Driver's License are required.

Jailer	Job No. 1114	Police Dept.	Salary: \$10.50	Deadline: Until Filled.
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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. Performs other job related duties as necessary. 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 be computer literate. A valid Texas Driver's License is required. A High School Diploma or GED Certificate is required. Must have some knowledge of mechanics of arrest and have the ability to execute basic self-defense and restraint techniques.

Asst. Public Facilities Director	Job No. 1136	Public Facilities	Salary: D.O.E.	Deadline: Until Filled
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Assist in managing and supervising department personnel to achieve goals within available resources; assist in the planning and organizing of workloads and staff assignments; assist in

Updated HR-06/20/2011

the evaluation of assigned staff; reviews progress and implements changes as needed. Assists in formulating, issuing, and enforcing departmental rules, regulations, and procedures in accordance with applicable City policies for all department members, acts to maintain departmental discipline and the general conduct of assigned personnel. Assist with the coordination the preparation and presentation of the annual department budget; controls the expenditure of departmental appropriations; evaluates the need for and recommends staffing levels and the purchase of new equipment, supplies, and services. Assists with the supervision and coordination of appropriate required reports to various reporting agencies such as TCEQ and FEMA concerning department activities. Assists with the supervision and coordination of monthly reports to the City Manager regarding the departments' activities and prepare a variety of other reports as appropriate. Position requires an Associate Degree and seven to ten (7-10) years of prior work experience with at least three (3) years in a supervisory capacity.

***Depending on Experience**