



**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)**

<b>Executive Assistant</b>	<b>Job No. 1130</b>	<b>City Manager Office</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled</b>
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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.

<b>Building Inspector (Electrical)</b>	<b>Job No. 1137</b>	<b>Planning &amp; Code Enforcement</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled.</b>
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This is a position dealing directly with the public. Conduct and document cross-connection inspections; conducting electrical inspections for new construction in residential one and two-family dwellings; low rise projects; and commercial construction; inspecting electrical fitting installations during construction; examining completed installation for workmanship and use of proper materials’ assisting and advising electrical contractors and others regarding regulations; ensuring projects adhere to accepted trade standards and applicable codes and regulations; identifying and recommending solutions consistent with code requirements for filed conditions which impact on construction plans and inspecting cross-connection devised in new and existing installations and plan reviews. Individual must be dependable and have good interpersonal skills and be able to successfully communicate with the general public and city staff in a courteous and professional manner on a daily basis. Position requires a High School Diploma or GED Certificate and a Master Electrician License, Texas State Electrical Inspectors License and 10 years of/or electrical construction experience and/or electrical construction code inspections or enforcement. Prefer certification in cross-connection device inspections. Must complete a background check. A valid Texas Drivers License is required. Involves a variety of physical demands (standing, walking, stooping, bending and driving.) Moderate lifting is required..

<b>Utility Billing Clerk</b>	<b>Job No. 1143</b>	<b>Public Utilities</b>	<b>Salary: DOE *</b>	<b>Deadline: Until Filled.</b>
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Responsible for the preparation the utility bills and related billing schedule. Assists staff, public and other departments in furnishing information in order to resolve routine problems; researches questions, answers telephone and/or directs to appropriate person, department in a helpful, courteous and efficient manner; creates new customer accounts as necessary. Prepares the client disconnect list for failure to make required payments; posts debit and credit memos to customer accounts. Loads and unloads the handhelds for the Meter Division daily. Prepares and completes service orders. Orders office supplies as necessary. Assists other department personnel with special projects as requested. High School Diploma or equivalent with one (1) year Cashier/Billing experience and cash handling policies; 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.

<b>Dispatcher</b>	<b>Job No. 1133</b>	<b>WESLACO PD</b>	<b>Salary: \$13.00 hr</b>	<b>Deadline: Until Filled.</b>
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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.

**\*Depending on Experience**