

**PUBLIC NOTICE**  
**JOB VACANCY ANNOUNCEMENT**

**PLEASE POST**

**Job No.: 0802**

**The City of Weslaco is accepting applications for the following full-time at-will position:**

**COORDINATOR FOR THE DEPARTMENT OF CULTURE**

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| <b>Date posted:</b><br>January 15, 2008 | <b>Department:</b><br>City Manager | <b>Salary Range:</b><br>\$26,274 to \$36,900<br>(Non-Exempt) | <b>Deadline to apply:</b><br>Position is open until filled. |
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**Responsibility:** Works under the administrative direction of the City Manager; responsible for the development and implementation of various cultural programs and events including the operation of the Mayor Eugene A. Braught Memorial Theatre; must possess thorough knowledge of stage management including stage lighting and sound operation; knowledge of the cultural heritage of the Rio Grande Valley including the City of Weslaco; ability to interact effectively and appropriately with the public and other personnel, conduct research and respond to a variety of inquiries, operate computer programs including spreadsheets, word processing and databases, and perform multiple tasks in a detailed and organized manner; ability to research, analyze and evaluate new service delivery methods, procedures and techniques; ability to manage large groups of people including the emergency evacuation from a public auditorium facility in accordance with local and State regulations; proficient written and oral communication skills in order to promote cultural events; detailed and accurate recordkeeping and administrative skills; and proficient use of personal computer and office software including word processing and spread sheet applications.

**Qualifications:** Position requires an Associate's Degree and three to five (3-5) years of experience with at least one (1) year in stage management and writing promotional materials such as press releases preferred; 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.

**Work Conditions:** Work is performed primarily in an office setting with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is required to work beyond normal business hours at nights to attend meetings and to implement activities or events.

**Physical Demands:** Duties are largely mental rather than physical, but may occasionally require the employee to apply basic motor skills for activities such as moving objects, operating a personal computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers. The employee is constantly required to read documents and reports for general understanding.

**Application forms available at <http://www.weslacotx.gov>, or  
may be picked up and returned when completed to:  
City of Weslaco, Human Resources Department, 255 South Kansas, Weslaco, Texas 78596  
(956) 968-3181**

**THE CITY OF WESLACO IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER.**