

## EMPLOYMENT OPPORTUNITIES

OPEN AS OF: February 19, 2010



Human Resources Department  
 Memorial Auditorium  
 1300 7th Street, Wichita Falls, TX 76301  
 Room 100

EMAIL: [hr@wichitafallstx.gov](mailto:hr@wichitafallstx.gov)  
 PHONE: (940)761-7615  
 FAX: (940)761-7613

Job Title	Position Type	Department	Beginning Salary	Ending Salary	Job Closing Date	Additional Information
<b>Accounting/Payroll Analyst</b>	Regular Full Time	Finance	29,032.64	44,180.20	02/19/2010	<p><b>Applicant must be employed by the City of Wichita Falls Finance Department</b></p>
<p>The purpose of this position is to provide accounting and payroll support for all employees. This is accomplished by administering payroll functions, preparing bills for payment, administering the city's travel program, hotel/motel tax and beverage tax, reconciling municipal court activities, processing budget transfers, and updating department budgets. Other duties include assisting with related projects as assigned.</p>						
<b>Concession Worker I - Softball - Temporary</b>	Temporary Part Time	Recreation	15,080.00	22,942.40	03/08/2010	<p><b>Employees of this class must be able to obtain a Wichita County food Handler's Permit, TABC certification and have a valid Texas Class C Driver's License.</b></p>
<p>This is cashiering and concession operation work at the City of Wichita Falls Sports Complex Softball Concession. Work involves responsibility for preparation of food in the concession area, collection of monies and concession receipts, operation of a concession stand, service of alcoholic beverages, and participating in the maintenance of the facility. Work responsibilities are explained and employees are expected to carry out assigned duties independently. Work is performed under supervision of the Program Coordinator or his designee, and is reviewed through observation and verification of cash reports for results obtained.</p>						
<b>Convention Event Sales Rep</b>	Regular Full Time	CVB	24,036.48	36,574.72	02/26/2010	<p>The purpose of this position is to encourage the use of and book events at the multi-purpose event center and associated facilities. This is accomplished by initiating and following leads, researching associations and their activities, inviting decision makers for presentations, working directly with hotel sales coordinators and city staff. Other duties include drafting contracts and arranging for payments, and assisting with conventions and conferences as needed.</p>
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<b>Immunization Outreach Worker</b>	Regular Full Time	Immunization Grant Program	24,036.48	36,574.72	03/03/2010	<p><b>Individuals must have a Class C Drivers License upon hire and a typing speed of 30 wpm. Word and Excel experience required.</b></p>
<p>The purpose of this position is to provide immunizations, program information and educational materials to organizations and physicians. This is accomplished by attending health fairs, youth groups, schools and general public activities, presenting information to classes, providing literature, answering questions, encouraging enrollment in programs, and contacting parents who are behind in child immunizations. Other duties include creating distribution materials and presentations and distributing materials throughout targeted areas.</p>						
<b>Lead Plant Operator</b>	Regular Full Time	Wastewater Treatment	31,356.00	47,711.04	03/01/2010	<p><b>Class "B" or "A" Wastewater Operator Certification issued by the TCEQ or an equivalent certification from another state required.</b></p>
<p>The purpose of this position is to ensure that wastewater is in compliance with local, state and federal standards. This is accomplished by supervising a shift of operators, monitoring processes and tests, collecting samples and reviewing testing, maintaining proper chemical balances, removing materials in water, operating, calibrating and monitoring equipment, reviewing recording readings and documenting results in spreadsheets or other databases, and monitoring alarms. Other duties include carrying out special tests and completing related work as assigned.</p>						
<b>Recreation Maintenance Worker - Summer</b>	Temporary Full Time	Recreation	19,036.16	28,966.08	03/08/2010	<p><b>Must possess a valid Texas Class C driver license.</b></p>
<p>The purpose of this position is to perform a variety of general maintenance work which contributes to the upkeep and care of the parks, buildings and facilities. This is accomplished by maintaining the appearance and safety of the grounds; cleaning in and around all buildings and areas, ensuring the readiness for play of the athletic fields; maintaining the appearance and safety of the playground and picnic areas; maintaining the cleanliness of the grounds and facilities; maintaining the safe and efficient operation of equipment; and completing related work as assigned.</p>						

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<b>Sanitation Equip Operator I</b>	Regular Full Time	Transfer Station	21,390.72	32,547.84	02/26/2010	<p><b>Must possess a valid Texas Class A Driver's License - Endorsement N within 60 days of employment.</b></p>
<p>The purpose of this position is to ensure that trash and debris are collected and deposited. This is accomplished by operating sanitation trucks and vehicles, changing out containers, replacing containers, picking up loose trash and materials, maintaining grounds areas, and cleaning dirty containers. Other duties include working on trim crews, directing dumping and transfer traffic and completing related tasks as assigned.</p>						
<b>Scale Attendant</b>	Regular Full Time	Landfill	19,036.16	28,966.08	02/26/2010	<p>The purpose of this position is to monitor landfill use, bill and collect for fees, assist in maintaining landfill capacity, recording refuse and organic weights, screen vehicles for authorized use and enforcing codes and ordinances. This is accomplished by collecting and recording use data, directing customers, screening materials, picking up and removing bulky metal objects and other discards, accepting payments, issuing receipts, screening loads and determining whether waste is refuse or organic. Other duties include maintaining the building and grounds, controlling litter, depositing funds, maintaining supplies, and answering phones and responding to inquiries.</p>