



Town of Flower Mound Employment Postings

Below is a listing and brief description of each position currently available with the Town of Flower Mound. Salaries are posted monthly, however payroll is distributed 26 times per year. Minimum starting salaries may be higher depending on qualifications and experience.

PROFESSIONAL

SENIOR PROGRAMS SUPERVISOR COMMUNITY SERVICES

Announcement Number: 2009-0080

Administers the Seniors In Motion program for senior citizens. Plans, promotes, organizes, and implements recreational programs including classes, speakers, trips, and special events for senior citizens. Works closely with the senior advisory committee in planning recreational programs and special events. A Bachelor's Degree in Parks and Recreation, Physical Education or related field is required. Two years of experience as a programs coordinator, special events coordinator, or senior citizen programs coordinator is required. In lieu of degree, must have six years of experience as a programs coordinator, special events coordinator, or senior citizen programs coordinator. Must have a valid Texas driver's license and driving record must be in compliance with Town policy. **Testing Requirements:** Must submit to and pass a post-offer, non-regulated drug test and pre-placement physical exam. **Salary:** \$4,069/month (dependent upon qualifications). **Closing Date:** Open until filled.

ADMINISTRATIVE/CLERICAL

PART-TIME ADMINISTRATIVE ASSISTANT LEGISLATIVE SERVICES

Announcement Number: 2009-0085

Under general supervision, provides technical and administrative support to the Town Secretary and staff. High School Graduate or GED equivalency is required. Two or more years of secretary/general office work experience. Must have a valid Texas Driver's License and driving record must be in compliance with Town policy. Texas Notary Public is preferred. **Testing Requirements:** Must submit to and pass clerical tests as well as a post-offer, non-regulated drug test, and pre-placement physical exam. **Minimum Starting Salary:** \$16.65/hour (dependent on qualifications). **Closing Date:** December 6, 2009.

**ADMINISTRATIVE SECRETARY
POLICE SERVICES
Announcement Number: 2009-0082**

Under direct supervision, provides administrative support to the Chief of Police and Police Captains. Must have a High School Diploma or General Equivalency Diploma (GED). Two or more years of general office/secretarial work experience are required. Municipal experience is preferred. Must have a valid Texas Driver's License and driving record must be in compliance with Town policy. **Application Information:** Online applications are not accepted for this position. Applicants are required to complete a Personal History Statement as well as an application. **Testing Requirements:** Must submit to and pass clerical tests as well as a post-offer, non-regulated drug test, pre-placement physical exam and polygraph examination. **Minimum Starting Salary:** \$2,493/month (dependent on qualifications). **Closing Date:** December 18, 2009.

MAINTENANCE/TECHNICAL

**MAINTENANCE WORKER I
UTILITY LINE MAINTENANCE/PUBLIC WORKS
Announcement Number: 2009-0086**

Under direct supervision, performs various routine and repetitive tasks to construct, repair, and maintain the Town's water distribution, wastewater collection systems, and other water and sewer utility operations. A High School Diploma or General Equivalency Diploma (GED) is preferred. Related utility operation or equipment operation work experience is preferred. Must be able to obtain a valid Texas CDL "A" Driver's License, without restriction "L" and proper endorsements within 90 days of hire and driving record must be in compliance with Town policy. Must have a valid Texas driver's license and driving record must be in compliance with Town policy. **Testing Requirements:** Must submit to and pass a post-offer, non-regulated drug test and pre-placement physical exam. **Salary:** \$2,154/month (dependent upon qualifications). **Closing Date:** Open until filled

FIRE & EMERGENCY SERVICES

FIREFIGHTER FIRE & EMERGENCY SERVICES Announcement Number: 2009-0081

GENERAL INFORMATION:

The Town of Flower Mound is currently accepting applications for the position of Firefighter. The starting salary for Firefighter is \$4,009/month. Online Applications are not accepted for this position. All qualified persons must complete and submit an application to the Human Resources Division located at 2121 Cross Timbers Road, on or before ***Friday, December 18, 2009 by 5:00 p.m.***

Applications are available at HR and at http://www.flower-mound.com/hr/hr_application.php

QUALIFICATIONS:

Qualified applicants must meet the following minimum qualifications **by hire date:**

1. Must be Texas Certified/Certifiable Firefighter by hire date
2. Texas Certified EMT (Paramedic preferred) by hire date
3. Obtain a valid Class B Texas Driver's License by hire date and have a driving record that is in compliance with Town policy.

*Applicants failing to meet these minimum qualifications will be deemed unqualified for the job.

PHYSICAL ABILITY TEST:

Applicants must successfully complete the Physical Ability Test offered at Tarrant County College by **test date**. Applicants who do not successfully complete the Physical Ability Test will be deemed unqualified for the job and will not be able to take the written general entrance examination. Please contact Tarrant County College - Renee Curtis at renee.curtis@tccd.edu or call 817-515-7719 for testing information.

WRITTEN GENERAL ENTRANCE EXAMINATION:

Those applicants who submit a complete application will be given a two-hour written Firefighter General Exam and a one hour Basic EMT Exam (study materials are not available). Written exam results will be scored and ranked from highest to lowest. Applicants must bring the Physical Ability Test Certification issued by Tarrant County College in order to take the test.

Test Dates: Saturday, January 16, 2010 at 9:00 a.m.
Test Location: Town of Flower Mound Central Fire Station
3838 Forums Drive, Flower Mound, TX

MUNICIPAL COURT

DEPUTY TOWN MARSHAL MUNICIPAL COURT Announcement Number: 2009-0079

Under the direction of the Municipal Court Administrator, the Deputy Town Marshal processes and serves Class "C" misdemeanor warrants of arrest, serves subpoenas, serves as Court Bailiff. High school diploma or GED equivalent required. Must be certified by the Texas Commission on Law Enforcement Officers Standards and Education as a Basic Peace Officer. Advanced Peace Officer Certification is preferred. Must have three or more years of experience as a peace officer. Deputy Marshal experience is preferred but not required. Must have a valid Texas driver's license and driving record must be in compliance with Town policy. **Application:** Online applications are not accepted for this position. To be considered you must complete an employment application and Police Personal History Statement (PHS). **Testing Requirements:** Must submit to and pass a post-offer, non-regulated drug test and pre-placement physical exam and psychological exam. **Salary:** \$3,550/month (dependent upon qualifications). **Closing Date:** Open until filled.

SEASONAL/PART-TIME

DAY CAMP DIRECTOR (HOLIDAY CAMP) RECREATION & LEISURE SERVICES Announcement Number: 2009-0083

Supervises two or more Flower Mound Holiday Break Day Camp workers in various activities for youth. Also coordinates camp activities, schedules, supplies, and transportation. Associate's degree, Bachelor's degree, or equivalent majoring in Education, Physical Education, or Recreation is preferred. Experience in working with children in summer camp, day care, church camp, public recreation, and/or outdoor activities is required. Cardiopulmonary Resuscitation (CPR) certification and First Aid training is preferred. Must have a valid Texas driver's license and driving record must be in compliance with Town policy. **Testing Requirements:** Must submit to and pass a post-offer, non-regulated drug test and pre-placement physical exam. **Salary:** \$10.50/hour (dependent upon qualifications). **Closing Date:** Open until filled. Must be able to work Dates of December 21, 22, 23, 28, 29, 30, 31, 2009

DAY CAMP COUNSELOR (HOLIDAY CAMP) RECREATION & LEISURE SERVICES Announcement Number: 2009-0084

Oversees and conducts activities and planned programs for the Flower Mound Holiday Break Day Camp. Cardiopulmonary Resuscitation (CPR) certification is preferred. Experience in summer camp, day care, church camp, public recreation, and/or outdoor activities is required. Must have a valid Texas driver's license and driving record must be in compliance with Town policy. **Testing Requirements:** Must submit to and pass a post-offer, non-regulated drug test and pre-placement physical exam. **Salary:** \$8.50/hour (dependent upon qualifications). **Closing Date:** Open until filled. Must be able to work Dates of December 21, 22, 23, 28, 29, 30, 31, 2009

**WATER SAFETY INSTRUCTOR
RECREATION & LEISURE SERVICES
Announcement Number: 2009-0014**

Responsible for teaching swim lessons and water safety to the members and guests. Enforce aquatic facility rules and regulations. Provide members and guests with a safe and enjoyable aquatic experience. High School Diploma or GED is preferred. CPR/First Aid and Water Safety Instructor Certifications are required. Must be at least 16 years of age. Must have a valid Texas driver's license and driving record must be in compliance with Town policy. **Testing Requirements:** Must submit to and pass a post-offer, non-regulated drug test and pre-placement physical exam. **Salary:** \$11.50/hour (dependent on qualifications). **Closing Date:** Open until filled.

**PART-TIME RECREATION AIDE
RECREATION & LEISURE SERVICES
Announcement Number: 2009-0016**

Performs duties related to the operations of the front desk, child care, concessions, birthday parties and/or weight room areas in the community activity center. Enforces community activity center rules and regulations. High School Diploma or GED is preferred. CPR/First Aid Certification is preferred. Must be at least 16 years of age. Must have a valid Texas driver's license and driving record must be in compliance with Town policy. **Testing Requirements:** Must submit to and pass a post-offer, non-regulated drug test and pre-placement physical exam. **Salary:** \$7.75/hour (dependent on qualifications). **Hours Needed: 8 am – 12 noon Mon – Fri. Closing Date:** Open until filled.

TOWN OF FLOWER MOUND HUMAN RESOURCES CONTACT INFORMATION

For a complete review of the job description and benefit information, contact the Human Resources Department at 972.874.6011 or 2121 Cross Timbers Road, Flower Mound Texas, 75028.

All applications and resumes are subject to public disclosure pursuant to the Public Information Act. The Town of Flower Mound is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, religion, gender, national origin, age, handicap, disability, or veteran status in activities, services or employment practices.