



# *City of Dilley*

## JOB ANNOUNCEMENT

March 14, 2022

**Job Title:** Human Resources Manager  
**Department:** Administration  
**Closing Date:** Open until filled  
**Job Type:** Full-time, Exempt  
**Hours:** Monday – Friday 8AM-5PM

### Job Summary

Plans, organizes, directs and coordinates the human resources department; supervises; coordinates activities with other city departments, committees and outside agencies; provides highly complex staff assistance including city administrator and city council. Responsible for the daily administration of employee/HR policies and procedures pertaining to personnel issues, employee benefit programs, and risk management to comply with all federal, state, and local laws

### Required Education and Experience

- A bachelor's degree in Business and Administration, Human Resources, Management or a related field
- 3 years' Human Resources experience, or 5 years of experience in the Human Resources field
- Bilingual in Spanish
- Valid Driver's License

### Other

- Willing to work extended hours
- Willing to travel overnight to conferences, seminars, and meetings.
- Other duties as assigned

For More information contact:

**Juanita G. Fonseca, City Secretary**  
116 E. Miller (PO Box 230) Dilley, Texas 78017  
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[jgonzalez@cityofdilleytx.com](mailto:jgonzalez@cityofdilleytx.com)

Applications at [www.cityofdilleytx.com](http://www.cityofdilleytx.com)  
(City Services>Download Forms>Employment App)

**The City of Dilley is an Equal Opportunity Employer.**