



EMPLOYMENT OPPORTUNITIES

The City of Laguna Vista, Texas, is accepting resumes/employment applications for the following positions:

Municipal Accountant

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Municipal Accountant manages public funds for the city, monitors budgets, prepares financial reports, and ensures compliance with Governmental Accounting Standards Board (GASB) and GAAP regulations. He/she oversees payroll, accounts payable/receivable, and grant tracking. The accountant demonstrates professional competence, maturity of judgment, effective leadership skills and ability to communicate effectively and positively with the City Manager, Town Council, and staff. Performs in accordance with the City Charter and the statutes of the State of Texas.

Library Clerk

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Library Clerk reports to the Library Director and provides high-quality customer service while performing a wide range of clerical and paraprofessional duties within the Laguna Vista Public Library. This position supports daily circulation operations using the library's web-based platform, assists patrons with accessing library resources and basic computer skills, and contributes to cataloging tasks, including data entry, material organization, processing donations, relabeling, and handling withdrawals. The role also actively participates in children's and adult programming, event promotion, and general patron interaction, while helping maintain a welcoming, positive, and efficient environment for patrons, staff, volunteers, and city personnel.

Resumes/employment applications will be accepted until positions are filled.

For more information and/or applications, please contact:

Julia Barerra,
City Secretary
956-943-1793
cs@lvtexas.us