



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of February 18, 2013

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

#### **HR Consultant – Exam #21110 Annual Salary: \$50,389-\$69,686**

To be a key member of a Human Resources Generalist team serving in advisory and service delivery roles by providing a variety of Human Resources services to customer departments. Provide assistance and guidance to leaders, managers, supervisors and employees on a variety of HR topic areas. **Qualifications:** A Bachelor's Degree in HR Administration, Industrial Relations, Public Administration, Business Administration or related field. Two years of related work experience. An equivalent combination of education and highly related experience in a similar environment may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through February 22, 2013.**

#### **Paralegal Exam # 21108 Hourly Salary: \$19.02 up to \$30.10**

The City of Minneapolis is seeking a Paralegal professional to perform a broad range of professional paralegal duties as requested / assigned for the City Attorney's Office. **Qualifications: Education-** Graduate of an American Bar Association-approved Paralegal or Legal Assistant program. **Experience-** Two (2) years of full-time experience as a Paralegal or in a comparable position. Experience is highly desired in performing legal research, in performing investigative interviews, in preparing and organizing legal documents / materials for use by attorneys, and in utilizing databases to organize, retrieve, and index materials for use in legal matters / proceedings. Bilingual skills would be desired. An equivalent combination of related education/experience may be considered. For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through Monday, February 25, 2013.**

#### **PeopleSoft Administrator DBE – Exam #20978 Salary \$62,877 to \$86,539 Annual (Amended)**

This position is in the ERP Division of the IT Department. The Database Engineer (PeopleSoft Administrator/PS Admin) provides IT services to the Human Resources, Finance and related City Departments. This position is responsible for Technical Administration related duties for multiple PeopleSoft environments. **Qualifications:** At least six (6) years of experience which have included application development and support; bachelor's degree in Computer Science, Management Information Systems or a closely related field. An equivalent combination of related education/experience may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). All applicants are required to follow the application process outlined in the job announcement. **Applications accepted through February 25, 2013.**

#### **Professional Engineer Exam #21082 Annual Salary: \$67,163.00 up to \$85,670.00**

The City of Minneapolis, Community Planning and Economic Development Department is seeking a Professional Engineer. The individual will perform a variety of professional engineering work in the preparation of plans and specifications for engineering projects, supervision of construction projects and the maintenance of facilities. **Qualifications: Education-** Bachelor's Degree in Civil Engineering from an accredited college. **Experience-** Four (4) years of engineering related experience. **License-** Registration as a Professional Engineer in the State of Minnesota. For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through Friday, March 1, 2013.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Senior Applications Analyst (FSCM) – Exam #21107 Yearly Salary: \$62,877-\$86,539**

Provide IT services to the City of Minneapolis Finance Department, and related City departments: Supporting the Financials/Supply Chain (FSCM) applications, both technically and for process. Evaluation of various directions/possibilities, both technical and process, in efforts to implement new functionality or enhance support of the FSCM applications into the City's processes. Lead technical efforts in the research, diagnosis, and resolution of critical situations. Develop research plan, communicate technical actions, provide level 1 & level 2 analysis and resolution of critical issues. Lead large FSCM applications area projects and develop new or modified customizations to the delivered PeopleSoft software. Coordinate efforts in the FSCM applications with other PeopleSoft and interfacing applications. Liaison person between the customers of FSCM applications and BIS staff. Provide peer review on design, development, documentation and other efforts, and train and mentor others in the FSCM applications area. For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through Wednesday, February 27, 2013.**

**Senior Applications Analyst (PeopleSoft HRMS Developer/Administrator) Exam #20979 Salary \$62,877 to \$86,539 Annual (Amended)**

This position will provide IT services to the City of Minneapolis Human Resources Department and related City departments. Qualifications: Six (6) years of experience; bachelor's degree in Computer Science, Management Information Systems, or a closely related field. An equivalent combination of related education/experience may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov) All applicants are required to follow the application process outlined in the job announcement. **Applications accepted through February 18, 2013.**

## CITY EMPLOYEES ONLY

**Assistant City Attorney I – Criminal Division Exam #21109 Annual Salary: \$71,050.00 up to \$93,777.00 (RESTRICTED)** Under general supervision of a Supervising Criminal Attorney, the Assistant City Attorney I performs professional legal work of ordinary difficulty and complexity. The Assistant City Attorney I prepares and tries petty misdemeanor, misdemeanor, and gross misdemeanor cases. **Qualifications: Education** - Juris Doctor Degree from an accredited law school. For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through Friday, February 22, 2013.**

**Development Services Director (Appointed) - Annual Salary: \$113,218.00 up to \$125,135.00.** The City of Minneapolis is seeking a Development Services Director to lead and manage zoning, land use, preservation, code inspections, and customer service center staff with the responsibility for integrating urban design principles into the City of Minneapolis' efforts on housing and economic development; protect the safety and welfare of the public in the development of the City's built environment. **Qualifications: Education** - Bachelor's degree in public or business administration, planning, urban design, or other relevant field. **Experience** - Ten or more years of progressively responsible experience as a public administrator in planning or code enforcement; some portion of the experience must be in a government-related position, which includes three years of administrative or management experience. Applicants are encouraged to submit a cover letter and resume to [Daniel.villarreal@Minneapolismn.gov](mailto:Daniel.villarreal@Minneapolismn.gov). **Open for cover letters and resumes until March 7, 2013.**

**Long Range Planning Director (Appointed) - Annual Salary: \$103,630.00 up to \$114,538.00** The City of Minneapolis is seeking a Long Range Planning Director to Lead and manage long-range planning and research staff with responsibility for integrating urban design principles into the City of Minneapolis' long range plan for housing, economic development and neighborhood planning. **Qualifications: Education** - Bachelor's Degree in planning, urban design, urban affairs or a closely related field. **Experience** - Ten years of progressively responsible planning experience as a Public administrator and planner with some portion of the experience in a government related position, which has included three years of administrative or management experience. Applicants are encouraged to submit a cover letter and resume to [Daniel.villarreal@Minneapolismn.gov](mailto:Daniel.villarreal@Minneapolismn.gov). **Open for cover letters and resumes until March 7, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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