



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 4, 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

#### **Administrative Assistant to the Director – Civil Rights, Exam #21122– Hourly Salary: \$19.016 - \$30.10 annually**

There is currently one (1) full-time, non-exempt vacancy to be filled in the Civil Rights department. The position reports directly to the Director of Civil Rights. Primary Responsibilities: Assist the Director/Department Head by handling non-emergency issues and problems in the administrative area that do not require the executive's involvement.

**Qualifications:** Five (5) years of related experience, including project management experience. Associate's Degree in Business or Public Administration or equivalent. **Applications accepted through March 15, 2013.**

#### **Program Assistant (non-supervisory) – Exam 21128 / Hourly Salary \$17.909- \$28.344**

Perform a variety of technical, clerical and administrative tasks for a Department /Division, relieving the executive or professional staff of routine work not needing their personal attention, or in support of a specific division or program ensuring efficient operation. The current vacancy will be a shared position for two Public Works Divisions: Traffic & Parking Services and the Water Treatment & Distribution Services division. **Qualifications:** Post High School education from a business school or equivalent type program is highly desirable. Three (3) years of full-time related work experience. An equivalent combination of relevant education and experience may be considered for this position. You must include a copy of your transcripts, with your application materials, for education to be considered. Background check. **Applications accepted through March 15, 2013.**

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

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 Friday, March 8, 2013.**

# CITY EMPLOYEES ONLY

## **Application Analyst, Exam #21120—Salary: \$58,876-\$81,020 annually, Restricted to IT Department Employees**

This position, located at the IT department, will be responsible for assessing business practices, culture, products, customers and business objectives that meet the needs of the City and for performing application support, maintenance, and development services for business application software. **Primary Responsibilities:** Analyze, design, develop, and implement business application software; implement departmental, inter-agency, and enterprise wide information technology solutions; work closely with Business Analyst to accurately translate business requirements into application software technical specifications; provide subject matter expertise to assist application programmers and technicians in trouble shooting database and infrastructure problems; design and direct vendor software fixes, upgrades and custom modifications; plan and manage application software releases into production, preparing implementation plans and specifications; respond to customers problems, including failures of software, and related issues; act as vendor technical liaison assisting lower level staff-data center operators, and systems support technicians in resolving application software issues; perform unit testing, integration testing and regression testing of application software upgrades and maintenance releases; maintain production, testing, training and quality assurance and development environments; test and debug application software interfaces; coordinate software change requests in conformance with established quality assurance policy and practice; write comprehensive, accurate and complete technical specifications derived from detailed business requirements; schedule and assign work tasks, answer questions on work tasks and review work products or results; approve systems production processes; recommend changes that optimize performance; approve back-up, restore, and related recovery procedures by the Managed Services provider; **Experience:** Four years of related experience, which includes application software design, development and systems integration, diagnosing/isolating complex systems problems, etc. **Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, a closely related field or equivalent. **Open: February 25, 2013 – March 6, 2013**

## **Business Analyst I - City Council Departments, Exam #21121 – Salary \$21.57-\$29.71 hourly**

One non-exempt vacancy to be filled in the IT Department. Provide routine business analysis and business process analysis for funded projects: Identify software problems and troubleshoot them by testing and user communication; document software defects for escalation to vendors for resolution; develop temporary and long-term fixes, monitoring and testing them to ensure reliability; obtain customer approval on software configuration changes resulting from documentation of business process workflows; assist in reconfiguring application configurations; determine the level of testing required and complete configuration changes in test environment; coordinate end user testing as required; coordinate and conduct end user training and migrate changes to the training environment; coordinate with technical staff to prepare change control order to move changes to quality assurance and production environment; coordinate with Quality Assurance to test changes; configure user setup, access privileges, and old user expiration; maintain and update software configuration tables; provide business systems assistance and training to staff as required; review as-is business process workflows to identify application changes; work with the Project Management Office to update business process workflows; perform SQL queries when required to find requested information; conduct or lead reviews of procedure manuals and user guides; communicate changes and modifications in business systems according to plan and/or as they occur; attend meetings regarding business application issues; act as liaison between technical and non-technical staff for business application issues. **REQUIRES:** Two (2) years of related experience emphasizing business analysis and business process re-engineering. Experience with specific software applications may be required depending on assignment; Bachelor's Degree in Business, Public Administration, Computer Science, or equivalent specialized training. **Open Monday, February 25, 2013 through Wednesday, March 6, 2013**

## **Contract Administrator - City Council Departments, Exam #21117 – Salary \$62,074 - \$79,618 annually**

There is currently one exempt position to be filled in the Administration Division of the Information Technology (IT) Department. Incumbent must be willing to work a flexible work schedule. On behalf of the IT department, responsible for the development of contracts and Request for Proposals, coordinating the management and administration of contracts and establishing procedures for review and monitoring of contracts. Job Duties: negotiate terms for Purchase of Service contracts; understand, negotiate, and resolve conflicting vendor-language with City terms and conditions to achieve favorable pricing and terms for the City; coordinate management of service contracts and related projects to ensure that the City receives all items mentioned in contracts and that terms are met; manage contracts (including development, analysis, and monitoring functions) to maintain quality services; assist in managing financial systems including analyzing expense reports, revenue reports, audits, balance sheets and resolving financial problems; participate in the development and implementation of policies and procedures used in the City service delivery system; provide intervention and resolution services on the City's behalf to resolve issues, enforce terms and conditions, and negotiate interpretation variations; create and manage the database for the City's contract information and create a comprehensive contract management system, including procedure manuals and training of staff; participate with City staff and others to develop appropriate program plans and evaluation systems; develop and conduct citywide training on contract management procedures; administer technology licensing and discount plans; create Request for Council Action on as-needed basis. **REQUIRES:** Four years experience in a contract management position that has included two years in a supervisory capacity. Bachelors Degree in Management, Finance, Business Administration, Public Administration or a related field. **Open Monday, February 25, 2013 through Wednesday, March 6, 2013**

**Maintenance Crew Leader – (Traffic & Parking Service) (Promotional -- City Council Departments)**

**Exam #21113 - Salary: \$23,728 per Hour**

Functions as a lead worker over crews engaged in the maintenance and minor repair of City buildings and facilities, and maintenance, minor repair and installation of traffic signs and signals. Typical duties and responsibilities of the position include, but are not limited to, the following:

- Function as a lead worker directing the actions of crews in the maintenance and minor repair work on traffic signs or City owned facilities within the City limits
- Function as a lead worker coordinating and monitoring the work progress of maintenance workers, laborers, truck drivers and equipment operators in snow and ice removal activities, spring and fall sweeps, street repair and general maintenance
- Assist Foreman in the resolution of complaints and work requests
- Assist in resolution of personnel issues
- Train subordinates in all facets of the job, or arrange for training, including equipment operation, safety procedures and operational policies and procedures
- Drive, operate and maintain trucks and vans
- Maintain records of time for payroll purposes and is responsible for other routine records and paper work of time, materials, tools used, etc.
- Work with city departments and citizens to answer questions and resolve complaints and problems
- May assist with the following: Replacement and monitoring of traffic calming devices / Repair and/or replacement of traffic devices / Installation and maintenance of informational and traffic movement signs / Coordinate tag and tow operations and placement of signs, barricades and cones / Assist in all "snow emergency" operations, ice and graffiti removal, etc.
- Performed other related duties as assigned.

**REQUIRES:** At least 24 months of continuous full-time – or – four (4) construction seasons (1044 hours per season) of field experience, within the last seven (7) years, working on traffic & parking services systems. This experience must include demonstrated knowledge of the standards, practices, techniques, materials, methods, tools & equipment used in the area of traffic & parking services systems. **LICENSE:** Valid Driver's License at the time hire **and** - the ability to obtain and maintain a valid Class B (or better) Commercial Driver's License within six (6) months of hire as a Maintenance Crew Leader. **Open Monday, February 25, 2013 through Friday, March 8, 2013**

**Senior Telecommunications Analyst – Restricted to current IT employees, Exam #21119 – Salary \$62,877 - \$86,539 annually**

The Senior Telecommunications Analyst is responsible for the City's enterprise IP telecommunications network applications, systems, services, and processes to provide customer support and integration at the highest level. This includes architecting (designing), implementing, managing and troubleshooting the applications, network, PBX and IP systems and hardware. **REQUIRES:** Must be a current employee in the IT Department to apply/qualify. At least six (6) years of experience performing duties similar to those described above and which include prior experience in team and project management, and as a telecommunications application administrator. Bachelor's Degree in Computer Science Telecommunications or equivalent. **Open Friday, March 1, 2013 through Monday, March 11, 2013**

**Software Engineer II (Solution Designer / Developer) aka E-government System Developer Restricted to current IT employees, Exam #21118 – Salary \$62,877 - \$86,539 annually**

Incumbent reports to the Manager of Solution Development & Engineering and may receive daily work direction from senior software engineers. Primary Responsibilities: The Software Engineer II (SD/Dev) works as a member of the IT Solution Design & Engineering team to design, build, and implement e-government and business applications, integration middleware and other custom-built software solutions. Work includes designing new systems and enhancing / upgrading existing systems. **REQUIRES:** Must be a current employee in the IT Department to apply/qualify. Six (6) years of relevant experience designing and developing object-oriented software products in Microsoft ASP.net or Java, Web Services, MSMQ, using both MS SQL Server and/or Oracle DBMS back-ends. Experience developing these software systems for deployment into enterprise-level infrastructures is required. Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Open through Wednesday, March 13, 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.