



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 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

#### **Accountant II (Supervisory) – Exam #21044 /Salary: \$58,624.00 up to \$74,319.00 annually.**

The City of Minneapolis is seeking an experienced accounting with supervisory experience. The Account II will be responsible for all aspects of the accounting function, including developing and maintaining Federal and City Accounts, budget assembly and analysis, assisting with financial and business plan development and analysis, closing fiscal month/year-end accounting records, preparing financial statements and reports, and internal audit functions. **Qualifications:** **Education:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **Experience:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. Applicants are required to follow the application process outlined in the job announcement as **resumes alone will not be accepted**. For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Amended for applications until a sufficient number of qualified applications are received**

#### **Accountant II – Exam #21106 Annual Salary: \$51,886.00 up to \$71,714.00**

The City of Minneapolis seeks an experienced Accountant. The position will be responsible for all aspects of sub-recipient monitoring in compliance with federal regulations and for all aspects of the accounting function, including financial reporting on a monthly/quarterly/yearly basis; preparation and analysis of annual financial statements (balance sheet, income statement and cash flows), development and preparation of cost accounting reports including maintaining accounting records for projects; budget preparation and analysis; account reconciliation, closing and adjusting entries for accounts; maintaining internal controls. **Qualifications:** **Education:** Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field. **Experience:** Two (2) years of professional-level accounting experience which has included preparing financial statements and financial reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, or general ledger, cost, or fund accounting. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, April 19, 2013.**

#### **Engineering Technician II – Exam #21124/ Hourly Salary \$19.524 - \$26.936**

To perform paraprofessional civil engineering works in the field and office and related duties. Current vacancies exist in the Public Works Transportation Planning & Engineering Division (Survey) Eighteen (18) months training in Civil Engineering Technology or equivalent; - and - Required Experience - Two (2) years of experience performing duties similar to those noted above Two years of experience performing similar duties. Required Experience - Various combinations of education & experience may qualify an applicant for this position. Must possess, and continue to maintain, a valid driver's license. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

#### **Engineering Technician II – Sidewalk Inspection – Exam #21125/ Hourly Salary \$19.524 - \$26.936**

Perform inspection of sidewalk and adjoining concrete installations to locate problems and communicate findings to owners and contractors, and do follow up with home and business owners to ensure work is completed, and perform inspection for snow and ice violations on City sidewalks and driveways in winter, following up with owners to ensure compliance. Required Education - Post High School Training up to 18 months in Engineering Technology, or equivalent; and Required Experience Two (2) years of work related experience working in concrete or related inspection activities. Various combinations of education & experience may qualify an applicant for this position. Must possess and continue to maintain a valid driver's license. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

#### **Family Support Specialist III –Youth Development Exam #21140 Annual Salary: \$54,711.00 up to \$75,573.00**

The position is to provide leadership and coordination in implementing the "Preventing Youth Victimization Project". As a component of the City's Youth Violence Prevention Blueprint Initiative, the goal of this project is to reduce the incidence of youth related violence by using a science based/predictive analysis to identify Minneapolis youth who are most likely to be victims or perpetrators of violence, and collaborating with schools, county and other youth serving organizations to ensure that these youth receive the prevention and early intervention services needed to thrive and be successful in school. **Qualifications:** **Education-** Bachelor's Degree in Public Health, Social Work, Psychology, or equivalent degree in a closely related field. **Experience:** 3 years direct service experience in Public Health, governmental or nonprofit administration, or related fields. An equivalent combination of education and highly related experience in a similar environment may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applicants failing to follow the application process will not be considered. **Applications accepted through Friday, March 29, 2013.**

#### **Marketing Specialist - Exam #21130 - Annual Salary: \$51,886.00 up to \$71,714.00**

The Community Planning and Economic Development Department (CPED) is seeking a Marketing Specialist. The purpose of this position is to market and promote CPED programs, services, and priorities to key stakeholders. **Qualifications:** **Education:** Bachelor's Degree in Marketing, Public Relations, Social Media, Communications, or equivalent. **Experience:** Three years of experience performing similar duties, experience involving communications and marketing strategy for a similar organization is preferred. **Equivalent:** An equivalent combination of related education/experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, March 22, 2013.**

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

**Senior Facilities Planner - Exam #21141 Annual Salary: \$71,663.00 up to \$92,165.00**

The Sr. Facilities Planner will oversee the space and asset management including responding to operating departments requests of changes and alterations to their assigned space, developing and updating City standards for space allocation, managing leases, and managing projects. **Qualifications:** Education-Bachelor's Degree in Architecture, Interior Design, Facilities Management, or a related field. **Experience:** Five (5) years of experience performing duties described above, including move management, space planning, and project management. An equivalent combination of education and highly related experience in a similar environment may be considered. **Applications accepted through Wednesday, March 27, 2013.**

**Senior Professional Engineer – (Public Works Traffic & Parking Services Division) / Exam #21112/Annual SALARY \$74,769 - \$95,357**

Performs a variety of high level professional engineering tasks in the Traffic & Parking Services Division of Public Works. **REQUIREMENTS:** Bachelor's Degree in Civil Engineering or a closely related field. Five (5) years experience performing engineering work, including one (1) year experience as a Registered Professional Engineer. Registration as a Professional Engineer in the State of Minnesota or eligible for reciprocal registration in Minnesota. It is highly desirable that persons possess, and continue to maintain, a valid driver's license by time of hire. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

**Engineering Technician I – Engineering Lab– Exam #21123 / Hourly Salary \$17,288 - \$ 24,392**

This position is a position which will assist in the technical work in the construction lab or in the field while learning the specific techniques of testing paving and construction materials. There are currently two (2) vacancies available in the Public Works Engineering Laboratory. Eighteen months of post high school education in Civil Engineering Technology, with verifiable post high school course work in science or equivalent. -OR- Various combinations of training and experience can qualify an applicant for this position. At least 18 months of paid experience in the Civil Engineering Technology field. Possess, and continue to maintain, a valid Driver's License. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

**Engineering Technician I — Exam #21135 / Hourly Salary \$17,288 - \$ 24,392**

The current vacancy is with the Public Works Traffic & Parking Services Division located at 300 Border Avenue, Minneapolis, MN 55405. Assist in Civil Engineering work by performing office calculations, manual and computer aided civil engineering design, survey work and other technical work. Eighteen months of post high school education in Civil Engineering Technology, with verifiable post high school course work in science or equivalent. - OR - Various combinations of training and experience can qualify an applicant for this position. At least 18 months of paid experience in the Civil Engineering Technology field. Possess, and continue to maintain, a valid Driver's License. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

**Electronic Technician – Exam #21139 / Hourly Salary \$23.55 - \$28.98**

*This is a grant funded position that will remain in place until the grant funds terminate in three to five years. Availability of project funding beyond that time is unknown. The current vacancy is in the Public Works Traffic and Parking Services Division. Position Information:* To perform specialized work in the installation, removal, maintenance, operation, programming and troubleshooting of traffic control devices and communication equipment. Provide support in repairing, maintaining, programming and modifying devices and equipment associated with intelligent transportation systems (ITS) traffic control systems, communication technologies and networks. Associates Degree in Electrical, Electronics, Communication or a highly related field One (1) year of experience in traffic signal maintenance or communication systems. An equivalent combination of training and experience may be considered. Possess, and continue to maintain, a valid driver's license by date of hire. Power Limited Technician License within one (1) year of hire is highly desirable. Background/Academic check and drug/alcohol test. **Applications accepted through March 29, 2013.**

**CITY EMPLOYEES ONLY**

**Chief Council Committee Coordinator-Restricted to Current Employees in the City Clerk's Office #21138 – Salary \$29.23 - \$31.76 annually**

There is currently one (1) non-exempt position to be filled in the City Clerk's Office. Primary Responsibilities: Supervise the work of the Council Committee Clerks and staff who serve standing committees of the City Council and to supervise the creation and distribution of various Council Documents. **Requires:** Post High School Education which provides familiarity with legal lexicon and document production or equivalent; Three (3) years performing similar duties (i.e. Court Reporter, Council Committee Clerk, Legal Secretary). **Open through Friday, March 22, 2013**

**Legal Analyst - Police Conduct Review Restricted to current employees in a City Council Department Exam #21131 – Salary \$53,792 - \$74,020 annually**

There is currently one (1) exempt, full-time vacancy to be filled in the Office of Police Conduct Review (OPCR) within the Civil Rights Department Schedule flexibility is required. This could include, as needed, some evenings and weekends and various travel. Function as a lead worker for the Office of Police Conduct Review (OPCR - civilian), aiding the Assistant Director in implementing the responsibilities of the police conduct oversight system by serving as the intake investigator, police policy analyst, mediation coordinator, principal data analyst, data practices coordinator, and liaison to the review panel and oversight commission. **Requires:** Five (5) years' experience (with Bachelor's Degree), or two years of progressively responsible related and relevant experience. Bachelor's Degree in Legal Studies or closely related field. Jurist Doctorate Degree is preferred. **Open through Wednesday, March 20, 2013**

**Public Works Inter-Agency Coordinator– Exam 21129 / Annual Salary \$58,778 - \$80,650 / Restricted to City Council Departments**

The Public Works Administration Division has a PW Inter-agency Coordinator position (one full-time exempt vacancy) available. The position will deal with conceptual ideas and projects proposed by outside agencies and identify issues that will affect the Public Works Department. Five (5) years' experience performing duties related to the duties listed above. Bachelor's Degree in Engineering, Planning, Urban Design, Public Administration, Business Administration, or a closely related field or equivalent (Master's preferred). Valid Driver's License (at time of application and while employed in this position) Background check. **Applications accepted through March 22, 2013.**

**Supervisor Water Permits and Connections – Exam 21098/ Annual Salary \$62,129 - \$72,891 | Restricted to public Works Employees.**

The Public Works Water Treatment and Distribution Division has a Supervisor – Water Permits and Connections position (one exempt vacancy) available. The position will supervise the Water Permit unit and customer service staff, and work collaboratively with community groups, contractors, and developers in regards to proposed water service installations. Five (5) years of related experience which includes customer services permit office and water distribution field operations experience. Associates Degree in Engineering Technology or equivalent. An equivalent combination of related education/experience may be considered. In order to be considered for this position, you must be a current employee of the Department of Public Works. A valid Driver's License at the time of application, and while employed in the position, is desired. Background check. **Applications accepted through March 22, 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.

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