



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 25, 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. Further information can be obtained at the Human Resources Department, 250 South 4th 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

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.**

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. All applicants are required to follow the application process outlined in the job announcement. **Applications accepted through April 5, 2013.**

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. **Amended for applications until a sufficient number of qualified applications are received.**

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

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. **Applications accepted through Friday, April 19, 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. Applicants failing to follow the application process will not be considered. **Applications accepted through Friday, March 29, 2013.**

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 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. **Applications accepted until a sufficient number of qualified applications have been received.**

CITY EMPLOYEES ONLY

Public Works Safety Specialist – Exam #21143/ Annual Salary \$48,102 - \$66,571 Promotional - City Council Departments - The current vacancy is in the Public Works Administration/Safety Division

POSITION INFORMATION: Assist in maintaining compliance with all Federal, State and Local regulations and mandates to ensure safe working conditions and practices through leadership, activity monitoring and training. **Qualifications:** Promotional in City Council Departments - A Regular employee (those who have passed probation) of any City Council Department. Bachelor's Degree in a related field; and ,Two (2) years of relevant work experience that has included safety training, inspections and program evaluation and assessment as well as construction and work zone safety. An equivalent combination of training and experience may be considered. Possess, and continue to maintain, a valid driver's license by date of hire. Background check **Applications accepted through April 5, 2013.**

Supervisor Engineering Technician I – Exam #21145 / Hourly \$26.87 - \$31.52 Promotional: City Council Department

This position participates in and supervise others engaged in civil engineering work in the field and office. The current vacancy is with the Public Works Surface Water & Sewer Division. The position requires considerable knowledge of civil engineering design and related computer software packages including Arc GIS, XPSWMM, Bentley MicroStation (CAD) and InRoads (Design). City Employment - A Permanent employee (those who have passed probation) of any City Council Department. Education: Associate Degree in Engineering Technology or equivalent – and - Experience: Three (3) years of experience performing related duties. Equivalency: A combination of education, training and experience may be considered. License: Possess and continue to maintain a valid Driver's License. Background **Applications accepted through April 5th, 2013.**