



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of April 1, 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 – 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. **Applications accepted through Friday, April 19, 2013.**

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

The City of Minneapolis is seeking an experienced accountant 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. **Amended for applications until a sufficient number of qualified applications are received**

#### **Accounting Manager / Exam #21071 Annual Salary: \$62,740.00 up to \$79,618.00**

The City of Minneapolis seeks an experienced Accounting Manager. The Accounting Manager will coordinate, supervise and manage the accounting, budget, and financial reporting activities of the four City utility operations: Solid Waste, Water, Storm water and Sanitary Sewer. **Qualifications:** **Education:** Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field. **Experience:** Three years of experience performing similar duties including at least 2 years of supervisory experience. **Applications accepted through Friday, April 19, 2013.**

#### **CPED Project Coordinator / Exam #21127 Annual Salary: \$60,447.00 up to \$71,840.00**

The City of Minneapolis is seeking an economic development professional to recruit business investment to Minneapolis and facilitate the expansion of existing Minneapolis businesses. This staff position is also responsible for managing assigned real estate development projects and various public financing programs and assisting private investors in the development of property for commercial use. **Qualifications:** **Education-**Bachelor's degree in business administration, public administration, economics, urban planning, architecture or a related field. **Experience-**Two or more years of business development, project management, real estate development, urban planning experience or equivalent. **License-**Valid Driver's License. **Open for applications Monday March 4, 2013 through April 5, 2013.**

#### **CPED Senior Project Coordinator / Exam #21126 Annual Salary: \$63,783.00 up to \$80,600.00**

The City of Minneapolis is seeking an economic development professional to recruit business investment to Minneapolis and facilitate the expansion of existing Minneapolis businesses. This staff position is also responsible for managing assigned real estate development projects and various public financing programs and assisting private investors in the development of property for commercial use. **Qualifications:** **Education-**Bachelor's Degree in business administration, political science, public administration, economics, real estate, urban planning or a related field. **Experience-**Five or more years of business development, real estate development, community development experience or equivalent. **Desired Certification-**Economic Development Finance Professional certification from the National Development Council or Certified Economic Developer standing with the International Economic Development Council. **Open for applications Monday March 4, 2013 through April 5, 2013.**

#### **Epidemiologist/Senior Public Health Research / Exam #21142 Annual Salary: \$54,711.00 up to \$75,573.00**

The purpose of the Epidemiologist position is to perform program development, research, evaluation, and surveillance activities of critical importance and considerable difficulty in the practice of population-based public health. Under limited supervision, initiates and leads the planning, design, and implementation of epidemiologic, research, and evaluation studies, including analysis, and reporting of findings. Works as part of a small research team collaborating with policy and program staff and community partners on innovative projects. Examples include projects designed to reduce childhood lead poisoning, infant mortality, sexually transmitted diseases, and obesity. Works on a wide variety of health issues with the goal of reducing racial/ethnic and socioeconomic health disparities and helps to track progress toward department and city goals. **Qualifications:** **Education-**Master's Degree in Epidemiology or related Research field. **Experience-**Two years of experience performing duties to those described above. **Equivalency-**An equivalency combination of related education and experience may be considered. **Open for applications through April 5, 2013.**

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

**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. **AMENDED CLOSING DATE Applications accepted through Friday, April 5, 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 April 5, 2013.**

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

The City of Minneapolis is seeking a Senior Facilities Planner. 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. **AMENDED CLOSING DATE Applications accepted through Wednesday, April 10, 2013.**

**Health Inspector I-Lead Hazard Control-Exam #21136 – Hourly Salary: \$20.05 up to \$28.71**

The Minneapolis Health Department is seeking a Health Inspector I. The ideal candidate will perform Lead Risk Assessments, write work specifications and perform clearance inspections for the HUD Lead Hazard Control grant. Issue corrective orders to ensure compliance with public health standards and codes. Provide education and outreach on lead-safe work practices. Raise awareness of lead as a health hazard to children and the need for blood testing for children. Coordinate activities for/with grant staff. **Qualifications: Education:** Bachelor's Degree with a minimum of 45 quarter, or 30 semester credits in a related science. **Licenses: State of Minnesota Lead Risk Assessor License –** You must obtain this license within three (3) months of hire, and maintain a valid license throughout employment in this title. Continued employment is contingent upon this requirement. **Certificate: Radiation Training Certification.** You must obtain this certification within three (3) months of hire, and maintain it throughout employment in this title. Continued employment is contingent upon this requirement. **AMENDED CLOSING DATE Applications accepted through Friday, April 5, 2013.**

**CITY EMPLOYEES ONLY**

**Fire Captain Exam #21152 Bi-Weekly Salary: \$2839.00 up to \$3132.00 Restricted to Fire Department Employees.** The Minneapolis Fire Department is seeking a Fire Captain. This position is the first-level supervisor and is responsible for a fire company in fire prevention, fire fighting, emergency medical response, inspection, and other assignments and to perform work in various administrative positions if assigned. **Requirements:** A certified fire fighter or fire motor operator and five years of experience in the Fire Service. **Applications accepted through Friday, April 26, 2013.**

**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 5<sup>th</sup>, 2013.**

**Coordinator Plans & Scheduling – Exam #21153 / Annual Salary \$62,129 - \$72,891(Promotional City Council Departments)**

Coordinate planning and scheduling of maintenance, repair, rehabilitation, and operation activities of the sanitary and storm sewer systems for long term staffing and resource planning and allocation. The current vacancy is with the Public Works Surface Water & Sewer Division. **Promotional in City Council Departments –** A Permanent employee (those who have passed probation) of any City Council Department. High School Diploma or equivalent. Two (2) years as a foreman or supervisor in the Sewer Operations Division – **OR –**Six (6) years as a tradesperson in a Sewer Maintenance, Sewer Construction or similar operation – **OR –** A combination of qualifying experience (as noted above) may be considered. Possess, and continue to maintain, a valid driver's license by the date of hire. Currently possess a Class S-A Wastewater Treatment Facility Operator Certificate. Background check. **Applications accepted through April 12, 2013.**