



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of May 20, 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

Manager Environmental Initiatives Exam #21186 Salary \$72,739-\$85,340 Annual

Oversee the operations of the Environmental Services unit, and administer the Pollution Control Annual Billing program, and related policy and program work. Develop and implement major environmental initiatives, and perform program coordination such as the Green Business Matching Grant program, Building Rating and Disclosure policy and the Small Business Energy Benchmarking program. . **Qualifications:** Bachelor's Degree with a background in one or more of the following: Physical, Life, or Environmental Science; Community Planning; Public Policy and Administration; or Building Performance and Energy Efficiency. Master's Degree preferred. Five years of related work experience which has included environmental and regulatory experience, supervision, oversight of administrative hearings on related matters, and experience developing and managing complex projects and initiatives. **Applications accepted through Friday, May 31, 2013.**

Program Aide Exam #21150 Salary \$18.63 - \$25.29 Hourly

This position is responsible for providing senior-level program support for the Health Department. **Qualifications:** High school diploma or equivalent. A minimum of two (2) years of related work experience. **Desirable Qualifications:** Five (5) years in a senior level administrative position; experience tracking and maintaining inventory and providing inventory reports; demonstrated cultural competency and experience working with at-risk populations and agencies serving those populations. . **Applications accepted through Friday, May 24, 2013.**

Medical Assistant – School Based Clinics Exam #21191 Salary \$17.29 - \$24.39 Hourly

The purpose of this position is to provide clinical and clerical support to the school based clinics and to ensure customer service needs are met in a professional manner. The position also assists the Registered Nurse (RN), Nurse Practitioner (NP), MD, Nutritionist, and social/mental health staff with patient (customer) care as needed. **Qualifications:** Two (2) years of experience providing medical-assisting services in clinic or medical office setting; High School Diploma or equivalent, as well as completion of a Medical Assistant program from an accredited school for medical assistant training; CPR certification within six (6) months of hire; and must be certified/registered (CMA, RMA, or NCMA) or become certified/registered within one (1) year of beginning employment. **Applications accepted through Friday, May 31, 2013.**

Public Health Administrator - (Official Title: Public Health Specialist II) #21187 Salary \$48,102 - \$66,571 Annual

This position is responsible for providing administrative services in support of the department's goals of improving the health of Minneapolis residents. The major areas of administrative responsibility are: overseeing the department's contracting process; grant development and processing assistance; assisting with financial management; providing leadership on quality improvement activities related to department administrative activities; and coordination of other assigned administrative activities. **Qualifications:** Bachelor's Degree in health, non-profit, business administration or closely related field. And two (2) years of experience in administrative work similar to job duties. **Desirable Qualifications:** A Master's Degree with a minimum of two years of relevant experience is desirable. **Applications accepted through Thursday, May 30, 2013.**

Senior Internal Auditor– Exam #21180 Salary \$59,740 to \$76,638 Annual

There is currently full-time, exempt vacancy to be filled in the Internal Audit Department. No travel required. Flexibility required. If needed, incumbent may work additional hours (approximately 10%, during some weekdays and/or weekends) to meet the needs of the job, accommodate clients, or meet deadlines. Primary Responsibilities: Lead and perform operational, compliance, financial statement, and/or system audits for City of Minneapolis Departments, Boards and Commissions. **Qualifications:** Five years of internal or external audit experience (performing the full scope of duties of an auditor). Preferred Experience: The following are not required, but preferred: Immediate prior experience with current audit procedures/techniques utilized; experience with and knowledge of data analysis software (ACL, IDEA, etc.) and audit management software (AutoAudit, TeamMate, etc.); government auditing, IT auditing, single audit experience, and public accounting experience with national or regional firm; Bachelor's Degree in Accounting, Finance or a closely related field; or equivalent. An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, May 31, 2013.**

CITY EMPLOYEES ONLY

Associate Contract Administrator– Exam #21193 Salary \$48,610 to \$67,212 Annual

There is currently one (1) 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. Primary Responsibilities: Perform contract administration duties for smaller and less complex contracts, requests for proposals (RFP), and bids, negotiated services or assist with larger more complicated projects. **Qualifications:** Three years of experience performing similar duties. Bachelor's degree in Business, which includes considerable coursework in business law and contracting, accounting, and finance-related courses or an equivalent combination of training and experience. You **MUST** submit copies of transcripts showing successful completion of coursework with your official City application. Diplomas are not acceptable; transcripts are required. **Applications accepted through Friday, May 23, 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