



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of May 27, 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

Animal Control Warden Exam #21195 / Salary \$17.93 - \$25.31 Hourly

There is currently one (1) non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services. Shift assignments for this vacancy are yet to be determined. Animal Control Wardens work year round on a variable shift basis, including evenings, days, and weekends. Your shift may change anytime, based on business/operational need. Animal Control Wardens also work on a rotating basis on City-recognized holidays and must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed. **PRIMARY RESPONSIBILITIES:** Responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of ordinances relating to animals in the City of Minneapolis. **Qualifications:** Two (2) years of animal handling or animal training experience; experience in report writing within a regulatory environment is desired; Associate Degree in Law Enforcement, Veterinary Technician, or another related field. **Applications accepted through Friday, June 7, 2013.**

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.**

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) Exam #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.**

The City of Minneapolis is an Equal Opportunity Employer

CITY EMPLOY EES ONLY

Water Works Service Worker II - Exam #21201 / Hourly Salary 20.437 - \$24.515 Promotional City Council Departments

To perform manual and semiskilled work in the maintenance of the City's Water Distribution System and to act as a lead worker over small crews engaged in the maintenance of the Water Distribution System. **Qualifications:** Must be a current employee, those who have passed probation, of any City Council Department. Three (3) years of experience maintaining and repairing water main pipe and related equipment. Possess and maintain a valid Driver's License. **Applications accepted through June 7, 2013**

Water Works Service Worker I – Exam #21200 / Hourly Salary- \$20.378 - \$23.03. Restricted to City Council Employees

Under supervision to perform manual and semi-skilled work in the maintenance of the City's Water Distribution System. This position may involve shift work -- occasional weekend duty -- and/or requests to return to work for emergency water main repairs on a 24-hour basis, in all weather conditions. **Qualifications:** One (1) year of experience working with water main pipe and related equipment. An equivalent combination of education (in a highly related field) and experience may be considered. Possess and maintain a valid Driver's License. The City has determined that a criminal background check is necessary for this position. Applicants must sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be considered further for the position. After a conditional job offer, candidates will be required to successfully pass a medical examination which includes a physical and drug/alcohol testing. **Applications accepted through June 7, 2013.**

APPOINTED POSITIONS

Access and Outreach Manager (Appointed) Annual Salary: \$76,345 up to \$84,382

The [Access and Outreach Manager](#) will work in the Neighborhood and Community Relations Department leading a team of 6 staff and will actively participate in their selection, training, work direction and supervision. The team will serve as a key communications link between elected officials, city leadership and staff, neighborhood and community organizations within the city of Minneapolis. The team will focus on building outreach and meaningful connections to underrepresented communities where language, cultural norms, and/or disabilities, as well as knowledge of government affect communication and access. **Qualifications:** **Education:** Bachelor's Degree in Urban Studies, Planning, Business Administration or a related field. **Experience:** Three (3) or more years of related experience, which includes at least one year of project management experience. **Equivalency:** An equivalent combination of education and highly related experience in a similar environment may be considered. For a complete job announcement and how to apply please visit our website at www.minneapolismn.gov. **Applications accepted Friday, May 24, 2013 through Friday, June 7, 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.