



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of June 3, 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

#### **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.**

#### **Event Coordinator Exam #21204 Salary \$48,102 - \$66,571 Annually**

There is currently one (1) vacancy to be filled at the Minneapolis Convention Center. This position requires irregular schedules which include days, evenings, weekends, and holidays; the performance of work assignments may not be directly related to job specifications. Adjustments of shifts, breaks, etc. may be required upon short notice. Incumbent may be required to work evenings for extended periods of time. Schedule flexibility is required. **Primary Responsibilities:** Function as the central figure for clients using the Minneapolis Convention Center by planning, organizing, controlling and maintaining less complex events within the facility and monitoring the logistical interfacing in regard to multiple events. Act as secondary Event Coordinator on building-wide and more complex events. **Qualifications:** Two (2) years' experience in coordinating large-scale meetings and special events; Bachelor's Degree or Vocational School Certificate in Hotel Management or closely related field. **Applications accepted through Friday, June 7, 2013.**

#### **Human Resources Associate Exam #21202 Salary \$17.11 - \$23.20 Hourly**

Under general supervision, the HR Associate performs clerical, administrative and technical work to support recruitment and selection activities within HR Generalist teams. **Qualifications:** High School Diploma or equivalent. Two years of post-secondary education is highly desirable. Two years of senior level clerical experience. Previous work experience in human resources is highly desirable. **Applications accepted through Friday, June 14, 2013.**

#### **Police Support Technician I -- (Exam #21203) Hourly Salary: \$16.36 - \$22.81**

This position is in the Records Information Unit of the Minneapolis Police Department. This position performs customer service combined with both clerical and technical work in support of the criminal justice system. **Qualifications:** Must be able to type 45 words per minute, after corrections for errors. Minimum education of a High School Diploma or equivalent required (Associate degree desirable). 2 years of verifiable clerical experience required. Customer service experience desirable. An equivalent combination of education and experience in a similar environment may be considered. Applicants are required to follow the application process outlined in the job announcement as resumes alone will not be accepted. **Applications accepted May 27, 2013 through June 7, 2013.**

# CITY EMPLOYEES 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.**

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.