



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of June 24, 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

#### **SUPERVISOR, EVENT SERVICES-Event Operations – Exam #21213 – Annual Salary \$62,129 - \$72,891**

Supervise the physical set up, on-site support, and regular cleaning activities for the Minneapolis Convention Center (MCC). Ensure that the contractual requirements of the MCC and MCC clients are met and that services are provided in an efficient, effective, and timely manner. **Qualifications:** Two years of full-time supervisory or managerial experience in event and/or custodial operations of a public assembly facility or equivalent experience in areas such as event coordination, event security, guest (patron) services, event set-up/changeover, event production, cleaning operations. High school Diploma or equivalent. **Applications accepted June 17-July 5, 2013.**

#### **POLICE CADET - Exam # 21210 -- \$18.49 Hourly**

Attends and successfully completes a program in law enforcement with a department authorized institution for the purpose of meeting the academic and technical skills requirements of the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board. Cadets hired will be promoted to Police Officer upon successful completion of the P.O.S.T. Board academic and skills requirements when a recruit academy class is scheduled.

**Qualifications:** Must be a United States citizen, be 18 years of age or older, have a valid Driver's License, and have a two or four year degree in any discipline from an accredited college or university. You must submit a copy of diploma or transcripts showing a graduation date prior to June 29, 2013, no later than June 28, 2013. To review a complete job announcement and to apply online, visit [www.minneapolismn.us/jobs](http://www.minneapolismn.us/jobs). Applications will not be accepted without a copy of diploma or transcripts. **Applications accepted June 10-28, 2013.**

#### **PUBLIC HEALTH MENTAL HEALTH COUNSELOR I – Reg #21212 – Annual Salary \$53,792.00 - \$74,020.00**

The Public Health Mental Health Counselor I will provide professional mental health services to high school youth in the School Based Clinics (SBC), as well as coordinated care activities for those youth. The position includes participating as a member of an interdisciplinary health care team.

**Qualifications:** Three years of full time experience working in a mental health setting and a Master's Degree in psychology, counseling, clinical social work or a related field from an accredited college or university is required. You must become licensed in the appropriate field of specialization within one (1) year of beginning employment. **Applications accepted June 12-28, 2013.**

### **Restricted to City Council Departments Employees Only**

**Call Center Analyst – Mpls 311 Exam# 21214 Annual Salary:\$53,792.00 up to \$74,020.00** Minneapolis 311 is seeking a Call Center Analyst to Research and gather data to facilitate 311 Center services; analyze the effectiveness of work performed; perform gap analysis; develop models and schedules; and design and prepare production reports. **Minimum Requirements: Education - Bachelor's Degree in Public Administration, Business Administration or equivalent. Education - Three years of related experience in a public call or contact center. Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applicants failing to follow the application process will not be considered. **Applications accepted through Friday, July 12, 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**