



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of July 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. 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

Senior Resource Coordinator-Grants – Exam# – Hourly Rate: \$22.61 up to \$31.37

The Senior Resource Coordinator position in the Intergovernmental Relations Department will perform professional work in grant management processes of moderate to substantial complexity requiring:

- knowledge of federal, state, regional and private sector grants and related procedures
- excellent and time sensitive planning, analytical and communication skills
- knowledge of municipal finance and program monitoring systems

Qualifications: Education: Bachelor's Degree in Public Administration/Public Affairs, Political Science, Economics, Business Management, or a related field or equivalent. **Experience** - Two (2) years of professional experience in grant management or related administrative experience in a municipal or non-profit setting. **Equivalency** - An equivalent combination of education and highly related experience in a similar environment may be considered. Visit www.minneapolismn.gov for a complete job announcement and how to apply. **Applications accepted Monday, July 1, 2013 through Friday, July 12, 2013.**

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.**

Youth Violence Prevention Coordinator – Exam 21215/ Annual Salary \$54,711-\$75,573

The purpose of this grant funded position is to provide leadership and coordination in implementing the “Blueprint for Action” report developed by the City of Minneapolis Youth Violence Prevention Steering Committee (YVPSC). Sponsored by the Office of the Mayor and the Minneapolis City Council, the Steering Committee developed strategic recommendations using a public health approach. In coordination with the Health Department (MHD), Youth Coordinating Board and others, this position is responsible for policy development, resource identification (including seeking grants), strategic planning, implementation and evaluation of the plan.

Qualifications: Education: Bachelor's Degree in Public Health Administration, Social Work, Public Policy or equivalent
Experience: Three (3) years of experience relevant to the duties of the position. **Applications accepted through July 19, 2013.**

Fleet Service Equipment Supervisor – Exam #21179 / Annual Salary \$67,435 - \$79,115

Position Information: Supervise, assign and coordinate the work of skilled and semi-skilled employees engaged in repair and maintenance of construction and mobile equipment and assist in related fleet service activities. Must be available for on-call duty 'after hours', and on weekends and holidays on a rotating schedule. Hours vary during winter season based on needs. **Minimum Qualifications:** Associate's degree or 60 semester units of college level course work in Automotive Technology, Truck and Heavy Equipment Repair, experience in fleet management, including supervisory experience. Or other Fleet Management Certificate CFPF, CAFM or CEM. **Minimum Experience:** Five years of recent experience performing journeymen level mechanical work, supervising employees, in construction equipment and motor vehicle repair. Three years' experience with a Fleet Management system (Fleet Focused M-5 preferred). **Equivalency:** A verifiable combination of education and experience may be considered for this position. You must submit photo copies of any school transcripts/certificates, diplomas, training courses, etc. as proof of education. **Licenses/Certifications:** Valid Class A or B Commercial Driver's License with air brake and tanker endorsement. **Background/Academic check and drug/alcohol test.** **Applications accepted through July 10, 2013.**

CITY EMPLOYEES ONLY

Supervisor Meter Service Worker/Exam #21208 Hourly Salary \$26.87 to \$31.52 /Promotional – City Council Departments

Manage the Meter Shop supervising meter service workers that provide customer services for meter and for electronic meter reading communication devices including meter and communication device installation, repair, troubleshooting, testing, calibration, conversions, readings, as well as water service turn-on and turn-off. **Qualifications:** Five (5) years' experience working with the installation of all size meters, which has included customer service experience. Possess and continue to maintain a valid Driver's License. **Applications accepted through July 10, 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.