



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of August 5, 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

**Case Investigator (Predatory Offenders Registration Section) – Exam #21230 -Salary \$47,452 - \$65,226 Annually** This position is in the Predatory Offenders Registration Section under the Sex Crimes Unit of the Minneapolis Police Department. The Case Investigator handles the registration of predatory offenders within the City of Minneapolis and through investigations, interviews and research, monitors whether they are in compliance with State Statutes. This position is also responsible for community notification of sex offender residency. **Qualifications:** Two (2) years of post-secondary education in Criminal Justice, Sociology, Psychology or a closely related field. AND two (2) years investigative experience including actual interviewing. An equivalent combination of related education/experience may be considered. Applicants are required to follow the application process outlined in the job announcement as **resumes alone will not be accepted.** **Open for applications July 26, 2013 through August 9, 2013.**

**Equipment Service Worker – Exam #21244/Hourly Salary \$13.096 - \$21.993**

This position performs semi-skilled work in the minor maintenance and servicing of automotive, maintenance, construction equipment, operate mobile service vehicles and trucks. The current vacancy is with the Public Works Solid Waste & Recycling Division. However, this eligible list may be used to fill other future vacancies that may occur. **Qualifications:** High School Diploma or equivalent. One (1) year of experience in the repair and servicing of automobiles/heavy duty equipment. **NOTE:** Six (6) months of verifiable training in mechanics can substitute for six (6) months of experience \*\* \*\* **Persons MUST provide a copy of their training coursework (with their application materials) in order to receive credit.** Must possess, and continue to maintain, a valid driver's license. **NOTE:** \*\*\* Within six (6) months of hire, a Commercial Driver's License (CDL), Class A or B with air brake endorsement, must be obtained. \*\*\* Hazardous Waste Endorsement is needed for Equipment Service Workers assigned to maintain all Fleet Services Divisions (FSD) fuel islands (as island attendant) Medical/Drug testing; background check. **Applications accepted through August 16, 2013**

**Operations Maintenance Engineer II – Exam #21232 /Hourly Salary: \$25.64**

The City of Minneapolis is seeking experienced Operations Maintenance Engineers. The position will maintain and repair boilers, air conditioners, fire extinguishers, smoke detectors, heating, and electrical equipment and other equipment in City-owned buildings. **Qualifications: Experience-**Three years of experience operating boilers up to 300 horsepower, which has included two years of experience over-hauling and providing maintenance for air conditioning systems. **Education-**High school diploma **Licenses-**State of MN 1<sup>st</sup> class C Boiler Engineer License/Valid Driver's License. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, August 16, 2013.**

**Council Committee Coordinator – Exam #21241 /Hourly Salary: \$20.243 up to \$28.209**

The City of Minneapolis is seeking for a Council Community Coordinator. This position will provide specialized administrative services of considerable complexity for one or more of the Committees of the City Council or the Charter Commission. **Qualifications: Experience-**Two years of experience performing similar duties. **Education-**High School Diploma with at least 1 year of post High School Training in the use of a stenography machine, short hand, speed writing or other equivalent method. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, August 15, 2013.**

**Police Fire Dispatcher – Exam #21240 Hourly Salary: \$21.73 up to \$29.55**

Prioritize and dispatch calls for service received at the Minneapolis Emergency Communications Center simultaneously using a radio and computer aided dispatch system. Dispatch Minneapolis Police, Minneapolis Fire, and others as needed for emergency and non-emergency assistance. **QUALIFICATIONS: Experience** - One year experience as 911 Operator or one year of customer service/public service experience in fast paced environment. **Education** - High School Diploma (post high school work in Police Science, Communications, Emergency Response or related field is desirable). **Licenses/certifications** - Must pass the CJIS Competency Exam with 6 months of employment. **Typing** - Candidate must be able to type 5000 KPH (keystrokes per hour). This is included on the computer skills assessment exam. (5000 KPH is equal to approximately 45 words per minute). For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications through Friday, August 16, 2013.**

**PeopleSoft Engineer, DBA – Exam #20978/Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.**

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Wednesday, August 14, 2013.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Health Inspector II – Exam #21242 /Hourly Salary: \$24.165 up to \$32.862**

The City of Minneapolis is seeking for three (3) Health Inspectors II. This position will perform risk-based field inspections (using wireless remote computer technology) of food and beverage establishments, pools and spas, daycare centers, lodging and boarding facilities, schools, suntan and tattoo parlors and other environmental health related operations to ensure compliance with public health standards, codes and ordinances. **Qualifications:** **Experience**-Two years of experience performing similar duties. **Education**-Bachelor's Degree with minimum of 45 quarter (or 30 semester) credits in related science or equivalent. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, August 16, 2013.**

**Fire Inspections Specialist II – Exam #21228 /Hourly Salary: \$23.10 up to \$32.20**

The City of Minneapolis is seeking for a Fire Inspections Specialist II. This position will conduct fire and life safety inspections of existing commercial, industrial and institutional facilities as well as multi-unit residential properties and conduct Certificate of Occupancy inspections verifying, documenting and enforcing compliance with Minneapolis Code of Ordinance and the Minnesota State Fire Code. **Qualifications:** **Experience**-Three (3) years of experience of related experience in enforcing Minnesota State Fire Codes and National Fire Protection Association Codes and Standards. **Education**-Bachelor's Degree in Fire Science, Fire Protection Engineering or related field, or an Associate Degree in Fire Protection or Building Inspection and equivalent experience. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, August 23, 2013.**

**Neighborhood Support Specialist #21229 Annual Salary: \$48,102 to \$66,571**

One (1) full-time, exempt vacancy to be filled in the Neighborhood and Community Relations (NCR) Department. Flexible work schedule required; night/weekend hours necessary. Must be able to travel to community events and neighborhoods. Provide support to neighborhood organizations for the Community Participation Program and other funding programs developed and administered by the department; monitor and disseminate up-to-date strategies and practices for supporting community engagement; support linkages between neighborhood organizations, City departments and community groups. **Qualifications:** Experience: Three (3) years of related experience, preferably including public sector experience and working with neighborhood organizations regarding funding and program development. Education: Bachelor's Degree in Public Administration, Political Science, or related field. Equivalency: An equivalent combination of related education/experience may be considered. Responses to supplemental questions required. **Applications accepted through Wednesday, August 14, 2013.**

## CITY EMPLOYEES ONLY

**Family Support Specialist II (Employment and Training) – Exam 21237 Annual Salary: \$49,257.00 up to \$68,169.00 Restricted to CPED**

The Family Support Specialist II will be Responsible for researching employment and training issues, planning and evaluation of youth programs, selected grant and contract development, budget and financial management, and advocacy regarding employment and training related issues in appropriate forums. **Qualifications:** **Education**-Bachelor's Degree in Psychology, Education or a related field. **Experience**-Two years of relevant experience. **Equivalency**- An equivalent combination of education and experience may be considered. **Licenses/Certificates**-Valid Driver's License. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, August 9, 2013.**

**Family Support Specialist III (Employment and Training) – Exam 21236 Annual Salary: \$56,024.00 up to \$77,387.00 Restricted to CPED**

The Family Support Specialist III position is responsible for the design, planning, implementation, and management of in-house and contracted employment and training programs and supervises Family Support Specialist II, Family Support Specialist I and Support Staff. **Qualifications:** **Education**-Bachelor's Degree in Psychology, Education or a related field. **Experience**-3 years of relevant experience in program planning and management with experience in providing direct services or case management. **Equivalency**- An equivalent combination of education and experience 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). **Applications accepted through Friday, August 9, 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.

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