



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of August 12, 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

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 and construction equipment and 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**

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.**

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 1st 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. **Applications accepted through Friday, August 16, 2013.**

911 Supervisor #21234 Hourly Rate: \$24.90 up to \$33.63 Assist in the supervision of activities of an assigned shift of 911 Operators and Police/Fire Dispatchers engaged in the answer and dispatch of calls for Police, Fire and Emergency Medical Services for the City of Minneapolis. **Qualifications:** **Education:** High School Diploma or equivalent. Post high school education/training is highly desirable. **Experience:** Three years of experience in a call center operation equivalent to the Minneapolis Emergency Communications Center with at least two years as a dispatcher. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted Monday, August 5, 2013 through Friday, August 16, 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. **Applications through Friday, August 16, 2013.**

Public Workers Service Worker I – Exam #21251 / \$24.07 Per Hour/ONLY On-Line applications will be accepted for this position Visit our web site at: www.minneapolismn.gov/jobs

Position Information: Perform non-skilled and skilled manual labor and drive trucks and light construction equipment to support Public Works Department construction and maintenance activities. **Age:** Applicants must be at least 18 years of age by August 14, 2013. **MINIMUM QUALIFICATIONS:** High School Diploma, GED or Equivalent. **MINIMUM EXPERIENCE:** One (1) year of experience performing manual labor in a similar environment, and prior experience in the operation of construction equipment. **LICENSES/CERTIFICATIONS:** Possess, and continue to maintain, a valid Class B (or better) Commercial Driver's License (CDL) with no Air Brake Restrictions. Tanker Endorsement will be required for some assignments. **PERMIT Commercial Driver's License ARE NOT acceptable.** Applicants must be able to present proof that they have successfully completed both the written and behind-the-wheel road test for their Commercial Driver's License. Background/medical and drug/alcohol testing. **Applications accepted through August 14, 2013.**

Public Works Service Worker II – Exam #21252 / \$26.35 Per Hour/ ONLY On-Line applications will be accepted for this position. Visit our web site at: www.minneapolismn.gov/jobs

Position Information: Drive and operate a wide variety of construction equipment and attached mechanical devices used in construction and maintenance work, and perform skilled and manual labor in the repair and maintenance of Public Works infrastructure as directed. **Age:** Applicants must be at least 18 years of age by August 14, 2013. **MINIMUM QUALIFICATIONS:** High School Diploma, GED or equivalent with specific training related to equipment operation. **MINIMUM EXPERIENCE:** At least one year of experience (in the last five years) of operating three of the following list of equipment: rubber tire tractor (with backhoe), motor grader, asphalt spreader, cable crane, bull dozer, hydraulic backhoe, or skid-steer loader. **LICENSES/CERTIFICATIONS:** Possess, and continue to maintain, a Class B (or better) Commercial Driver's License with no Air Brake Restrictions and Tanker Endorsement; and, within six (6) months of hire, able to obtain and maintain a Class A Commercial Driver's License. **"PERMIT" Commercial Driver's License ARE NOT acceptable.** Applicants must be able to present proof that they have successfully completed both the written and behind-the-wheel road test for their Commercial Driver's License. Background/medical and drug/alcohol testing. **Applications accepted through August 14, 2013.**

Senior City Planner Req#21249 Salary: \$56,152.00 up to \$77,299.00 The Community Planning and Economic Development Department for the City of Minneapolis is looking for a Senior City Planner. The Senior City Planner is a mid-level planning position with CPED. This vacancy is with the Zoning Administration section of the Development Service Division and includes taking a lead role with permitting, customer service center counter staffing, and zoning enforcement. The position also includes implementation of City policies through review of complex development proposals. The work associated with this position includes frequent deadlines while conducting land use and/or preservation analysis. **Requirements: Education/Experience:** Bachelor's Degree in Urban, Regional, Community Planning, Architecture, Historic Preservation, Landscape Architecture, Geography, or equivalent. Three years of professional related experience. An equivalent combination of related education and experience will be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Open for applications through Friday, August 23, 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. **Applications accepted through Friday, August 15, 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. **Applications accepted through Wednesday, August 14, 2013.**

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. **Applications accepted through Friday, August 16, 2013.**

The City of Minneapolis is an Equal Opportunity Employer

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. **Applications accepted through Friday, August 23, 2013.**

Software Engineer II (Business Intelligence Engineer- COGNOS) – Exam #21247/Annual Salary: \$64,386 up to \$88,616; with a \$25,000 market rate adjustment depending on qualifications The City of Minneapolis is seeking for a Business Intelligence Engineer (Cognos), this position will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. **Qualifications: Experience-**Six (6) years or related experience **Education-** Bachelors Degree in Computer Science, Software Engineering, or a closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday, August 23, 2013.**

CITY EMPLOYEES ONLY

Customer Service Representative II Exam # 21227 \$17.50 - \$24.39 hourly AMENDED The Customer Service Representative II will function as a lead worker by assisting in the resolution of the more complex problems associated with City permit processing. In addition, this position will perform customer intake and triage, daily cash balancing, research, and will process customer refunds. The current position is with the Development Services Division of Community Planning and Economic Development. **Qualifications:** High School diploma or equivalent. **Experience:** Two (2) years of experience performing duties related to those listed above. An equivalent combination of education and highly related experience in a similar environment may be considered. **For a complete job description and requirements please review the job announcement in detail at www.minneapolismn.gov.** **Applications accepted through Friday, August 23, 2013.**

Inspector, Housing II – Exam #21250/Hourly Salary \$23.102 UP TO \$32.202 This position will respond to complaints for nuisance condition violations, interior and exterior structural complaints and inspect assigned buildings and premises for compliance with the Housing Maintenance Code, including the rental dwelling license ordinance and related ordinances. **Experience:** One year of experience as an Inspector, Housing I with a background in Housing Inspection, Building Inspection or Zoning Code Administration. **Education:** Associate's Degree in Building Inspection Technology, a Certification in Building Inspection Technology or a Bachelor's degree in Environmental Health, Public Health or related field. **NOTE:** If invited to an interview, **applicant must provide copies of transcripts showing successful completion of coursework.** **Applications accepted through August 16, 2013**

Office Support Specialist II Exam #21255 RESTRICTED Hourly: \$16.36 up to \$22.81 This position is with the City Attorney's Office and will be working in the Central File Room for the City Attorney's office. Provide clerical and administrative support in accordance with standard procedures and general understanding of other departments' functions to assist professional staff in meeting the goals of the department/division. **Qualifications: Experience-**Two years of experience as an Office Support Specialist I or equivalent **Education-**High School Diploma or equivalent **Equivalency-**An equivalent combination of related education/experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday, August 23, 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