



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of October 7, 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

Customer Service Agent I-Minneapolis 311 Exam #21287

The Customer Service Agent I will receive and process non-emergency calls and emails for government services, city services and calls from residents, businesses and visitors. The current hours of the Call Center are 6:55am to 7:00pm Monday through Friday, with possible future expansion to cover later hours and weekends. **Qualifications: Experience-** Two (2) years of high-volume telephone traffic, which has included experience in customer service and/or with work order management software. **Education-** High School diploma 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, October 25, 2013.

CONTRACT COMPLIANCE OFFICER – C – Exam #21276 Hourly Salary: \$23.10 up to \$32.20

There is currently one (1) full-time, non-exempt vacancy to be filled in the Contract Compliance Division of the Civil Rights Department. Incumbent must travel to various construction job sites. Conduct and lead others in conducting desk reviews, electronic payroll reviews, on site interviews, investigations, meetings and enforcement activities to ensure contractor compliance with Chapters 139 and 423 of the Minneapolis Code of Ordinances, the Davis Bacon Act, 40 USC, HUD Section 3, 24 CFR 135 and other local and federal laws, rules and policies related to prevailing wage and equal employment opportunity within the geographic area of the City of Minneapolis. **Qualifications: Required Education:** Bachelor's Degree in accounting, statistics, public administration, law, business administration, human relations, or a construction-related area with course work in equal opportunity and affirmative action history and legislation. **Required Experience:** Two (2) years of experience performing directly related duties in the Civil Rights field as well as experience with contracts, regulatory compliance, auditing/accounting, and project management. For this specific vacancy, experience in the Civil Rights field with specific focus in construction is highly desired. **Equivalency:** An equivalent combination of education/experience may be considered. **Anyone may apply. Applications accepted through Friday, October 11, 2013.**

Licenses and Consumer Services Inspector Exam #21286 Hourly Salary: \$23.10 up to \$32.20

The City of Minneapolis is seeking an Inspector to perform inspection, investigation and enforcement work to ensure compliance with licensing and other consumer protection ordinances and laws. Document evidence, prepare complete reports and testify effectively. **Qualifications: Experience-** Three years' professional level experience in work related to consumer protection, code enforcement, law enforcement or government administration. **Education-** Bachelor's Degree in Education, Business, Urban Affairs, Administration or a closely related field with coursework concentration in Public Affairs (or equivalent). **Applications accepted through Friday, October 18, 2013.**

SENIOR APPLICATIONS ANALYST – Exam #21277 Annual Salary: \$64,386 up to \$88,616*Market adjustment may apply

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications: Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. ***Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

Senior Information Technology Program Manager – AMENDED – Exam#21260 Annual Salary \$84,695 to \$113,500

The Senior IT Program Manager will initially lead the Enterprise Land Management project which will include the selection and implementation of a new Land Management System for the City of Minneapolis. Land management functionality is critical to at least ten City departments, and it will provide information and functionality to business owners, home owners, developers, urban geographers, City executives, elected officials and others. Act as a lead on specific larger and more complex information technology (IT) programs or sets of related projects and activities that comprise equivalent commitment from the City and impact multiple internal and external stakeholders, and implement technology solutions that result in significant change to multiple business processes and impact workgroups across multiple departments. **Qualifications:** Bachelor's Degree in Computer Science, Information Technology Management, Software Engineering, Project Management, Business, or Process Engineering, or equivalent. 8 years of experience managing progressively larger and more complex projects and programs with a strong, multidisciplinary background in information technology solution development methodologies, program management best practice, contract negotiation, and business change management. **Applications accepted through Tuesday, October 15, 2013**

The City of Minneapolis is an Equal Opportunity Employer

PeopleSoft Engineer, DBE – Exam #21283 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 Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

APPOINTED POSITIONS

DIRECTOR, ASSESSMENTS, An Appointed Position Annual Salary: \$92,656 - \$102,410

Currently seeking a polished, engaging and energetic candidate with demonstrated leadership skills in assessment administration as well as previous performance management experience with a commitment to excellence in a high-energy office. The City of Minneapolis is seeking candidates for a highly visible leadership position reporting to the City Assessor. As the **Director of Assessments** this individual will understand the overall mission of the organization and ensure that each division contributes to the success of the mission. This position involves motivating, training and creating a positive climate for change. The Director should embrace the assessment profession as a challenging and enjoyable career choice. **Qualifications: Required Education:** Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent. **Required Experience:** Six (6) years of municipal work experience in appraisal work for assessment purposes which have included supervisory and management experience. Certified Senior Accredited Minnesota Assessor. Background check and drug/alcohol test may be required. **Applications accepted through October 11, 2013.**

CITY EMPLOYEES ONLY

Customer Service Representative I Exam 21281 Hourly Salary: \$17.13 up to \$23.64 Restricted to Current City Council Department Employees

The Customer Service Representative I will provide a variety of services to customers over the telephone and/or in-person answering questions, providing information, collecting fees and payments, etc. **Qualifications: Education-**High School diploma, GED or equivalent **Experience-**Two years of senior level clerical experience, which has included at least one year of computer experience and some customer service experience. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through Wednesday, October 16, 2013.**

MAINTENANCE CREW LEADER – SEWER #21278 /HOURLY SALARY: \$23.972 (Promotional – City Council Departments)

Under general supervision, this position functions as a lead worker over crews engaged in the maintenance and minor repair of sewers and storm drains. Requires: ♦ High school diploma or equivalent ♦ at least 24 months of continuous full time – or – four (4) construction seasons (1044 hours per season) of field experience within the last seven (7) years working on storm and sanitary collection systems. This experience must include demonstrated knowledge of the standards, practices, techniques, materials, methods, tools and equipment used in the area of storm and sanitary collection systems ♦ Must possess and continue to maintain a valid CDL (Class B or higher) by the time of hire ♦ It is highly desirable that persons obtain a Class S-D Wastewater Treatment Certificate. **For a complete job description and requirements please review the job announcement in detail at www.minneapolismn.gov. Applications accepted through Friday, October 11, 2013.**

SENIOR ECONOMIC DEVELOPMENT SPECIALIST #21279 RESTRICTED TO CPED Annual Salary: \$64,386.00 up to \$88,616.00

The City of Minneapolis is seeking a Sr. Economic Development Specialist to serve as staff bond underwriter for tax and tax exempt revenue bonds used as business development tools and coordinate industrial, housing and commercial projects using financial programs and tools. **Qualifications: Education -** Bachelor's Degree in Business Administration, Finance or equivalent. **Experience -** Six years of experience as a Business Financial Analyst, a Commercial Loan Administrator or equivalent. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applicants are required to follow the application process listed in the job announcement on the public website. Open for applications through Friday, October 11, 2013**

PUBLIC HEALTH SPECIALIST II #21282 Restricted to internal applicants only on City of Minneapolis payroll. Annual Salary: \$49,257 up to \$68,169

The Public Health Specialist II position will implement selected food access strategies on behalf of the Minneapolis Health Department's Healthy Living Initiative. The position will work specifically on projects funded by the Statewide Health Improvement Program (SHIP3), an initiative to prevent obesity and tobacco use through the implementation of policy, systems and environmental change strategies in multiple settings. This position will focus on increasing access to healthy food in three settings: corner stores, food shelves and meal programs. This is a grant-funded position that is contingent upon funding. Current funding for this position is secured through June 2015. **Qualifications: Required Education and experience:** Bachelor's Degree in Public Health, Nutrition, Food Marketing or closely related field and two (2) years of relevant experience. **Desirable Qualifications:** A Master's Degree with a minimum of two years of relevant experience is desirable. **Equivalency:** An equivalent combination of related education and experience may be considered. **Background Check:** The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. **Applications accepted Thursday, October 3, 2013 through Thursday, October 17, 2013.**