



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of November 18, 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

PUBLIC INFORMATION OFFICER-C -- (Exam #21297) -- Annual Salary: \$56,024-\$77,387

This position serves as a liaison between the media and police administration regarding Minneapolis Police Department policy, data practice issues and employee conduct questions. The position also executes proactive media efforts on behalf of the Police Department. In addition this position works closely with and advises the Chief of Police and other police administrators on all internal and external communications issues. The person in this position will also assist media in obtaining routine public data on police activities and criminal cases from the appropriate department sources. One of the top goals of this position will be to encourage media exposure of a broad group of police personnel, ensuring that the public comes to know a diverse cross-section of police faces and voices. **Qualifications:** Bachelor's Degree in Journalism, Communications, Radio or Television, Broadcasting or Equivalent. Training in Law Enforcement desirable. Four years of experience in journalism, radio and/or television in a large community (over 200,000) with exposure to more than one media preferred. An equivalent combination of related education/experience may be considered. Must have and maintain a valid Driver's License. **Applicants are required to follow the application process outlined in the job announcement as resumes alone will not be accepted. For a complete job announcement including job duties, requirements and how to apply please visit www.minneapolismn.gov/jobs. Open for application October 30 – November 19, 2013. (Amended)**

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.**

SOFTWARE ENGINEER II (Solution Developer) – Exam #21269 Annual Salary \$64,386 - \$88,616

There is currently one exempt, full-time vacancy to be filled in the IT Department. Incumbent reports to the Manager of Solution Development & Engineering and may receive daily work direction from senior software engineers. Primary responsibilities include the following. The Software Engineer II (SD/Dev) works as a member of the IT Solution Development & Engineering team to design, build, and implement e-government and business applications, integration middleware and other custom-built software solutions. Work includes designing new systems, and enhancing / upgrading existing systems. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six years of relevant experience designing and developing object-oriented software products in Microsoft ASP.net or Java, Web Services, MSMQ, using both MS SQL Server and/or Oracle DBMS back-ends. Experience developing these software systems for deployment into enterprise-level infrastructures is required. **Equivalency:** An equivalent combination of related education/experience may be considered. Background check may be required. **Applications accepted until candidate pool has been established, determined by HR.**

Central Alarm Station Operator – Exam #21307 Hourly Salary \$15.41 - \$21.74

There is currently one (1) 32-hour per week, benefits-eligible vacancy to be filled in the Guest and Security Services Division of the Minneapolis Convention Center (MCC). These positions may require shift work (including weekends, holidays, evenings, days, overnights, and overtime). Flexibility of schedule may be required. **The Central Alarm Station Operator** This is responsible work providing safety, security and support services for staff and guests of the Minneapolis Convention Center. The work involves monitoring security and surveillance equipment, implementing proper emergency procedures when required and notifying appropriate staff. This position reports to the Security Services Supervisor in the Guest & Security Services Department and works closely with outside contractors and directs daily activities of contract security personnel. The work requires excellent communication skills, attention to detail, judgment and discretion, coordination of multiple tasks at one time, collaboration with other work units within the Convention Center and maintaining high standards of customer services to ensure that customer needs are being met. **Qualifications: Required Education:** High School Diploma or equivalent. **Experience:** One (1) year of security experience working with electronic or video equipment or a computerized system; this experience must have included customer service. **Equivalency:** An equivalent combination of education / experience may be considered. **Applications accepted through Wednesday, November 27, 2013.**

Senior Applications Analyst – Exam #21309 Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications: Required Education:** Bachelors Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, November 27, 2013.**

Traffic Control Agent I – Exam #21311 Hourly Salary \$16.83 - \$23.45

Incumbents are required to work varying shifts between the hours of 7:00 a.m. and 4:00 a.m. and are required to work weekends, holidays and snow emergencies. There are currently five (5) positions to be filled in the Traffic Control Division of the Regulatory Services Department; two (2) of the positions may be part time, non-exempt positions and three (3) will be full-time, non-exempt positions. Incumbents must be able to physically perform duties while under the unique working conditions of this position. **Primary Responsibilities:** Direct and control motorized and pedestrian traffic at assigned sites or patrol an assigned district; check parking meters and parking violations; and write tickets for violations of parking regulations. **Qualifications: Required Education:** High School diploma or equivalent. **Required Experience:** Two (2) years of full-time experience working in a public contact position. Experience handling customer complaints and negotiating satisfactory resolution is highly desired. **Equivalency:** An equivalent combination of related education/experience may be considered. For example, some post-secondary coursework in Public Relations may be acceptable. **Applications accepted through Monday, December 2, 2013.**

Health Inspector I – Food – Exam #21313 Hourly Salary \$20.53 - \$29.40

There is currently one (1) full-time, non-exempt vacancy. Fluency in Spanish, Somali, Hmong, Mandarin, Cantonese, Vietnamese, and/or Lao is highly desired. This is a team environment which promotes creativity and innovation. Work schedule flexibility is required. This is a seven- (7-) day-a-week operation. Incumbents work five (5) consecutive days, 40 hours per week with some on-call responsibilities. **Primary Responsibilities:** 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: Required Education:** Bachelor's Degree with a minimum of 45 quarter (or 30 semester) credits in a related science or equivalent. **Applications accepted through Monday, December 2, 2013.**

CITY EMPLOYEES ONLY

Office Support Specialist II – Exam #21310 / Hourly Salary \$16.36 - \$22.81

***Restricted to City of Minneapolis employees.** This position is with the Information Technology Department and will be working to provide assistance to the CIO and the Deputy CIO. 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: Required Education:** High School Diploma or equivalent. **Required Experience:** Two years of experience as an Office Support Specialist I or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, November 27, 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