



**City of Minneapolis**  
**CAREER OPPORTUNITIES BULLETIN**  
WEEK of December 16, 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**

**ACCOUNTANT I Exam 21315 Hourly \$22.49 up to \$30.95.** Perform professional level accounting work in assisting in fulfilling accounting and financial reporting responsibilities, primarily the internal service funds.

**Qualifications:** Education- Bachelor's Degree with a Major in Accounting, Business Administration, Finance or a closely related field with no experience or an Associate Degree and two years of professional level public sector accounting experience.

**Experience-** Two years of professional level public sector accounting experience, which have included developing and monitoring budgets and preparing financial statements, general ledger, cost, utility and fund accounting.

To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applications accepted through Friday December 20, 2013.

**FOREMAN, CARPENTER-Water Plant Maintenance - Exam #21321/ Hourly Salary \$34.47 - \$35.17** Plan, organize and supervise the work of carpenters, bricklayers and helpers engaged in the repair, construction, alteration and maintenance of City structures and property. **Division-Specific Duties and Responsibilities:**

Oversee and maintain ladder inspection program. Maintain records of paint inventory and VOC content for air emissions inventory reporting. Serve as competent person overseeing layout, assembly and construction of complex scaffolding systems. Perform sign engraving and work on card access systems, motorized gates, etc. Perform carpentry and concrete form work as time and assignment dictates. Enter data into computer and maintain records of work activities and material usage. **DESIRABLE**

**QUALIFICATIONS:** Applied knowledge in painting and bricklaying procedures. Experience in work plans and work estimates. Knowledge of modern building and carpentry methods, materials, tools, equipment, supplies and techniques. Considerable knowledge of the occupational hazards and safety precautions of the work. Good oral and written communication, organizational and conflict resolution skills. Good working knowledge of computers. Ability to communicate with all levels of an organization. Ability to make decisions and use independent judgment. Ability to maintain records and prepare reports. Ability to supervise the work of crews. Ability to organize and administer comprehensive maintenance programs. Ability to meet physical requirements of the trade. **Qualifications:** High School Diploma or equivalent and successful completion of State Division of Apprenticeship Training Program. Three years' experience as a Journeyman Carpenter. Possess and maintain a Valid Driver's License.

Background check/medical/drug alcohol. **Applications accepted through January 3, 2014.**

**Inspector, Building Trades, Elevator – Exam #21320 / Hourly Salary \$29.98 up to \$33.99**

Ensure public safety and health; make site visits using applicable State and local codes, standards and ordinances while conducting field inspections of new and altered elevators, escalators, moving walks, dumb-waiters, and other vertical transportation devices.

**Education:** Two years post high school education in a trade school, apprenticeship training in a trade area or equivalent.

**Experience-** Three years of verifiable elevator and other vertical transportation device inspection experience (Elevator Inspector) gained while employed by a governmental jurisdiction and obtained within the past ten years **OR** five years of verifiable experience in the installation and repair of elevators and, obtained within the past ten years.

To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applications accepted through Friday December 20, 2013.

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

**Inspector, Housing II – Exam #21328 Hourly Salary \$23.10 - \$32.20**

There is currently one (1) full-time, non-exempt vacancy to be filled in Regulatory Services. Although work is normally performed between 8:00 a.m. to 4:30 p.m., employees may be requested to work beyond the normal work hours from time to time or be requested to routinely work a different shift. This position is open to all applicants. **Primary Responsibilities:** 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. **Qualifications: Required 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. **Required Experience:** ☐ Two (2) years of experience in Housing Inspection, Building Inspection, or Zoning Code Administration or one (1) year as a Housing Inspector I. **Equivalency:** An equivalent combination of related education/experience may be considered. In all cases, applicants must have a minimum of one (1) year of experience to be qualified. **Applications accepted Friday, December 13, 2013 through Friday, January 3, 2014.**

**Operations Maintenance Specialist / Hourly Salary: \$14.76 - \$19.82**

**Only electronic submissions will be accepted. Paper applications will not be accepted.** There are currently 4 intermittent vacancies to be filled at the Minneapolis Convention Center. Hours are 5pm-1:30am, however hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week. Requires working irregular work schedule such as evenings, days, weekends and holidays. **Primary Responsibilities:** Perform cleaning and simple maintenance work on building interiors and exteriors and, perform grounds maintenance work as assigned. **Qualifications: Education:** Ability to follow oral and written instructions. **Desirable Qualifications:** Related experience. **Applications accepted Monday, December 9, 2013 – Thursday, December 19, 2013.**

**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](http://www.minneapolismn.gov). **Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

**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 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:** Bachelor's 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 until candidate pool has been established, determined by HR.**

**Senior Internal Auditor – Exam #21323 Annual Salary: \$61,114 - \$78,401**

There is currently one (1) full-time, exempt vacancy to be filled in the Internal Audit Department. Flexibility required. If needed, incumbent may work additional hours (approximately 10%, during some weekdays and/or weekends) to meet the needs of the job, accommodate clients, or meet deadlines. **Primary Responsibilities:** Lead and perform operational, compliance, financial statement, and/or system audits for City of Minneapolis Departments, Boards and Commissions. **Qualifications: Required Education:** Bachelor's Degree in Accounting, Finance or a closely equivalent in related field. **Required Experience:** Five (5) years of recent internal or external audit experience (performing the full scope of duties of an auditor). **Preferred Experience:** Immediate prior experience with current audit procedures/techniques utilized, experience with and knowledge of data analysis software (ACL, IDEA, etc.) and audit management software (AutoAudit, TeamMate, etc.), and government auditing, IT auditing, single audit experience, and public accounting experience with national or regional firm. **Certificates:** Must currently hold, and continue to hold, "in good standing" certification status as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Government Auditing Professional (CGAP). **Applications accepted through Friday, January 3, 2014.**

**Senior Project Manager (EM Planning) #21327 Annual Salary: \$93,000.00 up to \$101, 091.00** The Sr. Project Manager is a member of the OEM General Staff and oversees the process of researching, developing, writing, validating and updating plan documents covering emergency operations, (mitigation, preparedness, response and recovery) across the enterprise. The Senior Project Manager (EM Planning) may also perform planning or related roles in a multi-agency coordination system/emergency operations center. **Qualifications: Experience-** Six years of experience performing duties directly related to the position. **Education-** Bachelor's degree in Public Administration, Business Administration, English, technical writing, journalism, planning, political science, emergency management or other relevant field. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applicants failing to follow the application process outlined will not be considered. **Applications accepted through Friday, December 27, 2013.**

**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 a candidate pool has been established, determined by HR.**

**CITY EMPLOYEES ONLY**

**Building Maintenance Worker / Hourly Salary: \$15.07 - \$20.14**

**Restricted to current Convention Center Employees.** There is currently one (1) non-exempt, vacancy to be filled in the Events Operations Division of the Minneapolis Convention Center (MCC). Note that every incumbent must be able to / prepared to perform all aspects of this position. The new Building Maintenance Worker (BMW) shift will have a variable start between 16:00 p.m. and 18:00 p.m. The shift will be eight hours of work with an additional unpaid ½ hour lunch. These positions are subject to a probationary period. **Primary Responsibilities:** Perform janitorial services including hard surface floor and carpet cleaning, cleaning and power washing of restrooms, changing light fixture lamps, performing wall and window cleaning, and related work for the Minneapolis Convention Center. **Qualifications: Education:** High School Diploma or equivalent. **Experience:** One (1) year of related experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, December 9, 2013 – Friday, December 20, 2013.**

**PROJECT COORDINATOR – MPD COMMUNITY ENGAGEMENT – Exam #21322 / Annual Salary \$59,886 - \$74,806.** Function as a coordinator in the development and administration of community engagement initiatives. Implement and sustain trusting community partnerships between all levels of MPD and multiple community constituencies. Grant funded position. **Qualifications:** Bachelor or Master’s degree in Public Safety or Human Services or a related field, and five years performing similar duties. An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted Wednesday, December 11 through Friday, December 20, 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.