



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of January 13, 2014

**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

**311 Operations Manager Exam 21343 Salary: \$67,307 up to \$85,325.** The 311 Operations Manager will manage the day to day front lines of the Minneapolis 311 call/contact center ensuring quality and efficient operations, and the delivery of customer friendly access to City of Minneapolis services and information. **Qualifications: Education**-Bachelor's degree in Business Administration or Public Administration. **Experience**-Five years of progressively responsible supervisory or managerial experience in a high volume, fast paced and multichannel contact center operation. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, January 17, 2014.**

**Assessor I – Exam #21344 / Hourly Salary \$24.14 up to \$31.45**

ALL applicants **MUST** submit a completed: 1) Online City of Minneapolis application, 2) A copy of your license (i.e.) Assessor License, Appraiser License, Real Estate License, 3) Resume (must be submitted prior to the job closing date). Please email your resume to [joel.lampe@minneapolismn.gov](mailto:joel.lampe@minneapolismn.gov). **POSITION INFORMATION:** The City of Minneapolis, Assessor Office is looking for two (2) individuals to perform specialized and technical field and office work in the assessment of real estate properties. **Qualifications: Education and Experience: One** of the following **1)** A Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent and one year full-time real estate appraisal experience **or 2)** Any Associates Arts degree and a minimum of two years of full-time real estate appraisal experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, January 13, 2014 until sufficient candidate pool has been established, determined by HR.**

**Electronic Technician #21316 Hourly Salary: \$23.55 up to \$28.98** The current vacancy is with the Property Services-Radio Shop working with two-way land mobile radios, pagers, cellular and wireless communication equipment and accessories. The position will also perform specialized work in the construction, installation, removal, maintenance and repair of electronic equipment and accessories.. **Qualifications: Education-** Graduate from an accredited institution with a degree/diploma in Electronic Technology, Industrial Electronics or a highly related field or equivalent.

**Experience-** One year of verifiable work experience in the repair of mobile communications electronic equipment and accessories is highly desirable. An equivalent combination of education and experience may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Open November 20, 2013 until a sufficient candidate pool has been established, determined by HR

**MANAGER, MINNEAPOLIS POLICE DEPARTMENT INTELLECTUAL PROPERTIES – #21356 / Annual Salary \$70,076 to \$90,134.**

Manages and supervises the Intellectual Properties (IPI) Initiative of the Minneapolis Police Department. The Manager will direct the development of its current and future intellectual properties to ensure the department's software products meet their full potential as superior tools for public safety and a revenue source that insures their continued support and development. The Manager will be directly and actively involved in the identifying, marketing and selling of the intellectual properties to other public safety agencies, as well as private sector customers. This position will also develop and manage the budget and staff for the IP Initiative. **Qualifications:** A Bachelor's Degree in Business Administration, Management, or a closely related field, AND five (5) years' experience in a management position with duties similar to those described in full job announcement. An equivalent combination of related education/experience may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/). **Applications accepted January 13 through January 24, 2014.**

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

**Police Fire Dispatcher – Exam #21355 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 35 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, January 31, 2014.**

**POLICE OFFICER – #21350 / Annual Salary \$54,504 to \$69,565**

All new Police Officers will be hired at the beginning salary, depending on previous law enforcement experience. Police officers with law enforcement experience are encouraged to apply. A Minneapolis Police Officer interacts with citizens to identify and solve problems in their neighborhoods; keeps law and order; makes necessary arrests; keeps records and writes reports of all important incidents; responds to citizen calls for assistance during crisis situations; patrols a beat on foot or in a patrol car; checks property, suspicious persons and all others suspicious or dangerous conditions within the City of Minneapolis; investigates complaints and conducts preliminary investigations at the scene of crime, accident or other police matters; enforces traffic laws and responds to traffic accidents; testifies in court by presenting evidence and facts; works various shifts and weekends. **Qualifications:** Must have and maintain a valid Driver's License; must successfully complete all requirements of the MN POST Board. Proof of being POST licensed or of having taken and passed the POST exam must be submitted to Human Resources by January 31, 2014. To review a complete job announcement and to apply online visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/). **Applications accepted January 13 through January 31, 2014.**

**Professional Engineer – (Traffic & Parking Services Division) Exam #21349/Annual Salary \$68,580 - \$87,477**

The applicant hired for this position will perform a variety of professional engineering work in the design, review and preparation of plans and specifications for engineering projects and development projects, supervision of construction projects and the maintenance of facilities. **QUALIFICATIONS:** Bachelor's Degree from an accredited college or university in Civil Engineering, or a closely related field.

Four (4) years of engineering experience. Registration as a Professional Engineer in the State of Minnesota or eligible for reciprocal registration in Minnesota. It is highly desirable that persons possess, and continue to maintain a valid driver's license by time of hire. Background Check/Drug & Alcohol Testing. **Applications accepted through Wednesday, January 29, 2014.**

**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 (SQL, 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.**

**SOFTWARE ENGINEER II (Business Intelligence Engineer - Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) 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. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:**

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Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted through Friday, January 17, 2014.**

#### **Water Maintenance Technician - Exam #21354/ Hourly Salary \$26.15**

The applicant hired for this position will maintain mechanical, electrical and building equipment and tankage in water treatment plants and pump stations. Handle chemicals used in water treatment plants. There are up to three vacancies. Qualifications: Three years of related experience in maintaining water plant systems, mechanical systems, rotating machinery, and/or hydraulics may be substituted for 1-year certificate qualification. A combination of education and experience may be considered.

##### Required

- Valid Driver's License at time of hire.
- Minnesota Boiler License: Special Engineer within 6 months of hire.
- HAZWOPER Operations Level Certification within 12 months of hire.
- Class D Minnesota Water Supply System Operator Certificate within 12 months of hire.
- Associated Boards of Certification (ABC) Plant Maintenance Technologist Class I within 18 months of hire.

##### Desirable

- Water Supply System Operator Certificate
  - Class C
  - Class B
  - Class A
- Class A or Class B Commercial Driver's License (CDL)

Medical/Alcohol Drug Test/Background

To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, January 24, 2014.**

# CITY EMPLOYEES ONLY

## **GENERAL FOREMAN WATER SERVICE MAINTENANCE/ Exam 21319/ \$81,253 to 88,788 yearly**

### **(Promotional – City Council Departments)**

Under the supervision of the Superintendent of Water Distribution, the General Foreman is responsible for managing field operations related to the operation, maintenance, repair, and replacement of the City's Water Distribution System. **Qualifications:** **City Employment:** Must be a current employee, those who have passed probation, of any City Council Department. **Education:** High School Diploma or equivalent. **Experience:** Three (3) years of experience in the maintenance of water distribution systems, which has included one (1) year of foreman level maintenance experience. **License:** Possess and maintain a valid Driver's License. Successful completion of background check. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through January 17, 2014.**

## **Human Resources Senior Consultant – Exam #21360 (Restricted to City Council Employees) – Annual Salary: \$64,705-\$82,544**

This position provides strategic and specialized HR services to ensure the development, implementation and on-going effectiveness of the City's enterprise-wide performance management system. **Qualifications:** Bachelor's Degree in HR Management, Industrial Relations, Business Management or closely related field. Plus three years of related training experience, which must include one year of experience implementing an enterprise-wide performance management system, and one year of experience designing and delivering soft skills training. Successful completion of a background check is required. To review a complete job announcement and to apply online visit [222.minneapolismn.gov/jobs](http://222.minneapolismn.gov/jobs). **Applications accepted through January 24, 2014.**

## **SUPERVISOR-FORENSIC SCIENCE CRIME LAB - Exam #21348 (Restricted to MPD Employees only) Hourly Salary: \$39.06 - \$42.69.**

The position occasionally includes variable working hours, which may include nights, weekends and holidays. This position will supervise employees working in the Crime Lab Field Operations Section of the MPD.

**QUALIFICATIONS:** Bachelor's Degree in a physical science field (i.e. Chemistry, Biology), Criminal Justice, or equivalent, AND four years of experience in forensics work, processing crime scenes, with experience in fingerprint classification and latent print identification.

**LICENSES/CERTIFICATIONS:** International Association for Identification (IAI) Crime Scene Investigator Certification. Have and maintain a valid Driver's License. **WORKING CONDITIONS:** Exposure to chemicals, blood borne pathogens, etc. **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](http://www.minneapolismn.gov/jobs). Open for application January 6 through January 15, 2014.**

## **Supervisor, Problem Properties – Exam #21361 / Annual Salary \$73,849 up to \$80,697**

There is currently one (1) exempt, full-time vacancy to be filled in the City of Minneapolis, Regulatory Services Division. **This posting is restricted to City of Minneapolis employees only. Promotional-- City Council Employees. Primary Responsibilities:**

Supervise Inspectors and Support Staff assigned to the Unit with the purpose of addressing chronic and serious problem properties, monitoring enforcement of Ordinance Chapter 249 Related to Vacant, Condemned and Boarded properties and ensuring consistent and appropriate application of enforcement. Supervise Inspectors and Support Staff to develop strategic plans and outcomes of problem properties for individual owners and multiple problem units. **Qualifications: Required Education:** Bachelor's Degree in a related field or equivalent. **Required Experience:** Three years performing duties closely related to those listed above. **Equivalency:** Five years of professional regulatory work experience that have included a minimum of five years code enforcement inspections. **Applications accepted through Friday, January 24, 2014.**

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.