



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of January 27, 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. 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

Administrative Analyst II Exam#21368 Annual Salary Range: \$49,776.00 up to \$68,825.00

The current vacancy for this position is with the City of Minneapolis Attorney's office and is an Exempt position. The Administrative Analyst II for the Attorney's office will oversee a variety of office financials and programs. Prepare monthly financial information for analysis and prepare recommendations for corrective action as needed/requested; write and create reports using database systems; develop, update and oversee office intranet and public web site; utilize required outside web based systems to maintain compliance with legal and other requirements. **Minimum Requirements: Experience**—Three years performing duties closely related to those listed above. **Education**—Bachelor's Degree in Public Administration, Business Administration, Computer Science or equivalent. **Applications accepted through Friday, January 31, 2014.**

Applications Programmer - InfoSphere/Enterprise Analytics – Exam #21341 / Hourly Salary \$25.09 up to \$34.53

Anyone may apply. There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing operational and strategic application and data support and planning for the InfoSphere and analytic tools including IBM ICP&O (IOP). Responsible for the enhancement of data quality and data integration capabilities. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, 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:** One (1) year of relevant experience. Note: Fully describe the duties you actually performed and how they relate to these specific experience requirements, your level of responsibility, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, February 7, 2014.**

Applications Programmer - .NET – Exam #21339 / Hourly Salary \$25.08 up to \$34.52

There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing daily operational system support for the City's custom .NET applications. Responsible for the analysis, design, development, implementation, maintenance, support, testing, and documentation of business application software for City end users. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, 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:** One (1) year of relevant experience. Note: Fully describe the duties you actually performed and how they relate to these specific experience requirements, your level of responsibility, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, February 7, 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. **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.**

The City of Minneapolis is an Equal Opportunity Employer

Complaint Investigation Officer – Exam #21371 / Hourly Salary \$23.10 up to \$32.20 There is currently one (1) non-exempt vacancy to be filled in the Civil Rights Department. Incumbent may travel from site-to-site. **Anyone may apply. Primary Responsibilities:** Implement equal opportunity compliance and related human relations programs, and respond to complaints from the public who believe that they have been subjected to discriminatory treatment under the City Ordinance Chapter 139.40. **Qualifications: Education:** Bachelor's Degree with coursework in areas related to the assigned duties. **Experience:** Two (2) years' experience performing directly related duties in the Civil Rights field or equivalent. **Equivalency:** An equivalent combination of related education / experience may be considered. **License:** Must maintain a valid Driver's License while employed in this position. **Applications accepted through Tuesday, February 4, 2014.**

Customer Service Representative II Exam 21359 / Hourly Salary \$17.50 up to \$24.39 (Amended)

Responsible for assisting in the resolution of the more complex problems associated with City billing, permits and/or business license processing, and performing customer intake and triage, research, and processing of customer refunds. **Qualifications: Education-**High School Diploma or equivalent; **Experience-** Two (2) years of related experience. An equivalent combination of related education/experience may be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted January 13, 2014 through January 31, 2014.**

District Lead, Animal Control – Exam #21373 / Hourly Salary \$20.09 up to \$28.49

There is currently one (1) non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services. Shift assignments for this vacancy are yet to be determined. Animal Control Wardens work year round on a variable shift basis, including evenings, days, and weekends. Your shift may change anytime, based on business/operational need. Animal Control Wardens also work on a rotating basis on City-recognized holidays. Animal Control Wardens must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed. **Primary Responsibilities:** Responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of ordinances relating to animals in the City of Minneapolis. **Qualifications: Education:** Associate of Arts Degree in Veterinary Technician, other post-secondary education or training courses or equivalent. **Experience:** Four years of animal handling or training experience. **Licenses:** Valid Driver's License. **Applications accepted through Wednesday, February 12, 2014.**

East African Community Specialist – Exam #21376 / Annual Salary \$49,257 up to \$68,931 All applicants MUST complete and submit: City of

Minneapolis Online Application, apply online at <http://www.minneapolismn.gov/jobs>. Cover Letter and Resume must be submitted prior to the job closing date and can be emailed to Joel.lampe@minneapolismn.gov, Supplemental questions are listed in the job posting for the position. Applicants are required to submit responses to the supplemental questions to Joel.lampe@minneapolismn.gov prior to the job closing date. **Position Information:** There is currently one exempt, full-time East African Community Specialist vacancy to be filled in the Neighborhood and Community Relations Department. Position requires a flexible work schedule to attend community meetings, etc.; some travel to other parts of the State and the City. **Primary Responsibilities:** The position will create access and equity to city services ensuring that barriers to participation are removed for under-represented communities including but not limited to race, language, disability, sexual orientation, cultural norms and practices. The position will lead the development and maintenance of trusted relationships with under-represented communities to engage them into the decision making processes for the development and implementation of programs and policies for the City of Minneapolis and neighborhood organizations. **Requirements: Education:** Bachelor's degree in African Studies, Communications, Public Relations, Urban Studies, Public Administration or an equivalent. Some positions are bilingual and require the ability to read, write and translate other languages fluently as deemed necessary and where applicable (e.g., Somali, Oromo and/or Amharic). **Experience:** Three years of related experience which has included program and project management and community engagement work in under-represented communities. **Applications accepted through Friday, February 7, 2014.**

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. **Open November 20, 2013 until a sufficient candidate pool has been established, determined my HR**

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.**

Police Conduct Committee Clerk – Exam #21372 / Hourly Salary \$19.82 up to \$27.13 All applicants MUST submit the following:

1) City of Minneapolis application: online or paper. *A resume only is not considered an official City of Minneapolis application. 2) Resume: You must submit your resume along with your City of Minneapolis application. Applications without a resume will be deemed as incomplete. **POSITION INFORMATION:** The purpose of this position is to perform specialized administrative work to support the Police Conduct Oversight Commission,

The City of Minneapolis is an Equal Opportunity Employer

the Police Conduct Review Panel, and provide support to the Office of Police Conduct Review (Civil Rights). **Qualifications:** **Education:** Associate Degree in Business or a related area which provides a general understanding of office procedure and computer processing (Microsoft Office Suite), Web design software, database and data practices or equivalent. **Experience:** Three (3) years of senior level clerical related experience. **Applications accepted through Wednesday, February 5, 2014.**

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. **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/. **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 (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.**

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

Southeast Asian Community Specialist – Exam #21375 / Annual Salary \$49,257 up to \$68,931 All Applicants Must Complete and Submit: City of Minneapolis Online Application, apply online at <http://www.minneapolismn.gov/jobs>. Cover Letter and Resume must be submitted prior to the job closing date and can be emailed to Joel.lampe@minneapolismn.gov, Supplemental questions are listed in the job posting for the position. Applicants are required to submit responses to the supplemental questions to Joel.lampe@minneapolismn.gov prior to the job closing date. **Position Information:** There is currently one exempt, full-time Southeast Asian Community Specialist vacancy to be filled in the Neighborhood and Community Relations Department. Position requires a flexible work schedule to attend community meetings, etc.; some travel to other parts of the State and the City. **Primary Responsibilities:** The position will create access and equity to city services ensuring that barriers to participation are removed for under-represented communities including but not limited to race, language, disability, sexual orientation, cultural norms and practices. The position will lead the development and maintenance of trusted relationships with under-represented communities to engage them into the decision making processes for the development and implementation of programs and policies for the City of Minneapolis and neighborhood organizations. **Requirements: Education:** Bachelor's degree in Southeast Asian Studies, Communications, Public Relations, Urban Studies, Public Administration or an equivalent. Some positions are bilingual and require the ability to read, write and translate other languages fluently as deemed necessary and where applicable (e.g., Hmong) **Experience:** Three years of related experience which has included program and project management and community engagement work in under-represented communities. **Equivalency:** An equivalent combination of related education/experience within under-represented communities may be considered. **Applications accepted through Friday, February 7, 2014.**

Sustainability Program Coordinator Exam #21369/Annual Salary \$60,189 to \$82,586

Work closely with City Staff, Elected Officials, and the Community in developing, informing, implementing, and monitoring the City's Homegrown Minneapolis efforts and other sustainability programs as assigned. Homegrown Minneapolis is a citywide initiative expanding Minneapolis' ability to grow, process, distribute, eat and compost more healthy, sustainable, locally grown foods and strengthen the local economy. **QUALIFICATIONS Experience** Five years of professional experience, working on sustainability principals and/or public health, with at least two years' experience analyzing, developing and implementing policies relevant to large urban community food systems at local or state level. **Education** Bachelor's Degree in Environmental Science, Physical Science, Community Health, Natural Science, or Biological Science; Urban Planning or other related field. For a complete job announcement including job duties, requirements and how to apply please visit www.minneapolismn.gov. **Applications through February 12, 2014.**

CITY EMPLOYEES ONLY

District Supervisor – Construction Code Services Exam# 21362

The Community Planning and Economic Development – Construction Code Services division is looking for a District Supervisor. The Supervisor will supervise the geographic district construction inspection activities by planning, directing and evaluating the work of the building, mechanical, elevator, plumbing, senior and lead inspectors to assure efficient, cost-effective and consistent construction inspection services. **Qualifications:** Education- Bachelor's Degree in Public or Business Administration, Construction Management or closely related field. Experience- Five years of experience in construction code enforcement, building design and/or construction, including at least three years of progressively responsible supervisory or managerial experience. Certificates/Licenses- Must possess and maintain a valid driver's license while employed in this position. Passing probation is contingent upon the incumbent obtaining/maintaining certification by the International Code Council (ICC) and as a State of Minnesota Certified Building Official. 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, January 31, 2014.**

Electrician – Exam #21370/Hourly Salary \$37.51

The applicant hired for this position will install electrical services and maintain electrical systems and equipment in accordance with Federal, State and City Codes and Ordinances. ** The current vacancies are with the Public Works Traffic & Parking Services Division. This eligible list may be used for future openings/vacancies that may occur. This position will require working weekdays, weekday evenings, weekends and holidays with work days and hours that will vary. **QUALIFICATIONS:** An employee of any City Council Department may apply. One (1) year of electrical experience as a licensed Journeyman Electrician; State of Minnesota Class A Journeyman Electricians License, or better. A copy of your Journeyman Electricians License **MUST** be submitted with your application materials. Possess and continue to maintain a valid Driver's License. Apply online at www.ci.minneapolis.mn.us. **Applications accepted through Friday, January 31, 2014.**

Project Coordinator – Exam #21363 / Annual Salary \$59,886 up to \$74,806

There is currently one (1) exempt, full-time vacancy to be filled in the City of Minneapolis, Regulatory Services Division. **Restricted to City of Minneapolis employees only.** **Qualifications: Required Education:** Bachelor's Degree in related discipline or equivalent; ICS 100, 200, 300 preferred. **Required Experience:** Three years performing similar duties. **Equivalency:** A combination of education and experience can be considered on a year for year basis. **Applications accepted through Monday, January 27, 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.

The City of Minneapolis is an Equal Opportunity Employer