



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 31, 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

African American Community Specialist – Exam #21438 / Annual Salary \$49,257 - \$68,931

There is currently one exempt, full-time African American 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. **Qualifications: Required Education:** Bachelor's degree in African American Studies, Communications, Public Relations, Urban Studies, Public Administration or an equivalent. **Required Experience:** Three years of experience working with African American communities in an urban setting, including one (1) year of experience with policy or program development, project management or equivalent and one (1) year of experience working with community engagement work in under-represented communities for a local government. **Equivalency:** An equivalent combination of related education/experience within under-represented communities may be considered. **ALL applicants MUST complete and submit:** 1) **City of Minneapolis Online Application**, apply online at <http://www.minneapolismn.gov/jobs/index.htm>, 2) **Cover Letter and Resume** must be submitted prior to the job closing date, and 3) **Supplemental Questionnaire**. Supplemental questions are listed in the job posting for the position. Applicants are required to submit cover letter and resume, along with responses to the supplemental questions to Joel.lampe@minneapolismn.gov prior to the job closing date. **Applications accepted through Friday, April 11, 2014.**

Assistant City Attorney I - Criminal – Exam #21426/ Annual Salary \$67,001 - \$95,940.

The City of Minneapolis currently has one (1) exempt, full-time, permanent vacancy to be filled in the Criminal Division of the City Attorney's Office. **Primary Responsibilities:** Under general supervision of a Supervising Criminal Attorney, the Assistant City Attorney I performs professional legal work of ordinary difficulty and complexity. He or she prepares and tries petty misdemeanor, misdemeanor, and gross misdemeanor cases. **Qualifications:** Juris Doctor Degree from an accredited law school; License to practice law in the State of Minnesota at time of hire and throughout employment; Cover Letter; Writing Sample; Response to Supplemental & Screening Questions; MPD Background/Academic check and drug/alcohol test. **Applications accepted through April 16, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

Assistant City Attorney I -Civil – Exam #21427/ Annual Salary \$67,001 - \$95,940.

The City of Minneapolis currently has one (1) exempt, full-time, permanent vacancy to be filled in the Civil Division of the City Attorney's Office. **Primary Responsibilities:** Under general supervision of the Deputy City Attorney, Civil, the Assistant City Attorney I assigned to the Client Services Team performs professional legal work involving civil matters, including providing legal advice and drafting ordinances, drafting and negotiating contracts, drafting development or real estate agreements and performing other client services projects. **Qualifications:** Juris Doctor Degree from an accredited law school; License to practice law in the State of Minnesota at time of hire and throughout employment; Cover Letter; Writing Sample; Response to Supplemental & Screening Questions; MPD Background/Academic check and drug/alcohol test. **Applications accepted through April 17, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

Automotive Mechanic – Exam #21403/\$24,859 - \$25,939

The City of Minneapolis is seeking a Mechanic with the ability to perform mechanical repairs/preventive maintenance on City vehicles involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc. Will involve working 3rd shift. Requires: Successful completion of an 18 to 24 month vocational course in vehicle maintenance/repair or equivalent and able to receive DOT Inspection Certificate within 1 year of employment. Also requires three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines. An equivalent combination of training and experience may be considered. Will be required to provide own hand tools and is subject to medical and drug test. Wage adjustments added for shift deferential and ASE Certification. For a complete job description and application procedures go to <http://www.ci.minneapolis.mn.us/jobs> Phone 612-673-2282. **Applications accepted through April 4, 2014.**

Customer Service Agent I-Minneapolis 311 Exam #21436

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 6:45am to 7:00pm Monday through Friday & Saturday through Sunday 7:45am to 4:30pm. **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, April 18, 2014.**

Deputy Director, Animal Care & Control - Appointed

This appointed position supervises the assistant manager(s) of Animal Control, Animal Control lead officers, Animal Control officers and administrative staff. **The nature of the work includes:** *Managing the Minneapolis Animal Care & Control division of the Department of Regulatory Services, including directing the division's business lines and field activities. *Coordinating services with other city departments, outside agencies, responding to the City Council as directed and serving on the Regulatory Services leadership team. *Working conditions include a normal office setting with occasional field and kennel work. **Required Qualifications and**

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Experience: *Bachelor's Degree from an accredited institution or equivalent (various combinations of education and experience may qualify for this position). *Five years of relevant experience, which has included ordinance development, enforcement, policy work. *At least three years of supervisory experience. If interested please send a letter of interest, resume, and four references to Noah Schuchman: Noah.Schuchman@minneapolismn.gov. You may also call Noah to discuss this opportunity further at (612) 673-2781. **Application materials will be accepted through Friday, April 4, 2014.**

Director, Assessments – Appointed / Annual Salary \$100,890 - \$111,511

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: Education** - Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent. **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 (SAMA) is required. Please email cover letter, resume, scanned copy of required professional certifications by **April 18, 2014** to: joel.lampe@minneapolismn.gov

Engineering Applications Analyst/Exam #21433/\$25.09 - \$34.53 hourly

Provide support for the computer aided design (CAD) software and spatial database support for GIS related data, and provide assistance with graphic and engineering related work utilizing supported systems. **Qualifications:** Bachelor's Degree in Geographic Information Systems, Drafting, Engineering Technology, or Surveying with considerable course work in computer programming or equivalent. Three (3) years of related experience. Various combinations of training and experience may qualify an individual for this position. Background check. **Applications accepted through Wednesday, April 9, 2014.**

Engineering Technician II/ Exam #21422 / Salary: \$19.91 - \$27.47 Per Hour

Perform paraprofessional civil engineering work in the field and office; make difficult tabulations and computations in connection with engineering project work; train and give work direction to Engineering Technicians I and interns; and performs other related duties as assigned. Must have 18 mos. training in Civil Engineering Technology and two (2) years of experience performing similar job duties to those noted. Various combinations of training and experience may qualify an applicant for this position. Valid driver's license required. Call 612-673-2282 To apply and view the entire job posting view www.ci.minneapolis.mn.us. **Applications accepted through April 4, 2014**

Forensic Scientist I (Video Analyst) – (Exam#21412) – Hourly Salary: \$20.19 - \$27.88

This position will train under a qualified Forensic Scientist to become proficient in Forensic Video Analysis. **Qualifications:** Bachelor's Degree in a Physical Science, Criminal Justice, Multi Media or equivalent. Must have and maintain a valid driver's license while employed. **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 through Friday, April 4, 2014.**

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.**

Senior Applications Analyst (911) – Exam #21419 / Annual Salary \$64,386 up to \$88,616

There are currently two (2) exempt, full-time vacancies to be filled in the Applications Support Division of the IT Department. Incumbent might be required to have on-call responsibility for department emergency issues after hours via cell phone/pager and on site as necessary (with on-call compensation). Flexible hours will be required occasionally, generally twice a month. Travel is minimal. **Primary Responsibilities:** The Senior Applications Analyst provides IT services to the Minneapolis Public Safety Departments. The position is located in the Information Technology Division. This position is responsible for Application Software Support; Application Software Testing, and Application Software Documentation. In addition, this position may mentor other staff members. **Qualifications: Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. **Required Experience:** Six (6) years of experience which have included application development support using specific technical tools, languages, knowledge, skills, techniques, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Tuesday, April 1, 2014.**

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 Applications Analyst – IT Security Analyst – Exam #21407 / Annual Salary: \$64,386 up to \$88,616

Function as the key person supporting the information technology security program, taking responsibility for system administration, configuration, maintenance, support, testing and documentation. Develop and administer security awareness and education. Draft and maintain policy, procedures and standards library. Function as lead worker over other IT staff assigned to information technology security support activities, scheduling assigning and reviewing work product. **Qualifications: Required Education:** Bachelor's Degree in Management Information Systems, Software Engineering or equivalent. **Required Experience:** Six (6) years experiences in a software development, IT project management, IT systems/business analysis or application support and maintenance role in the Information Technology department of a mid-to-large enterprise. **Equivalency:** An equivalent combination of related education/experience may be considered. **Resume: REQUIRED.** You must submit your resume along with the required, official City application. Without an official City of Minneapolis application, your application will be deemed as incomplete. **Applications accepted through Wednesday, April 2, 2014.**

Senior Financial Analyst #21416 / Annual Salary: \$56,024 up to \$77,387

Perform complex financial studies and make long- and short-term financial projections. Develop labor-costing models, including simulations of changes to salaries, benefits and other contract items. Prepare the budgeting system for the upcoming year. Provide functional support for Cognos and/or other budgeting software. Provide team leadership and strategic advice to City department heads/managers, using a high degree of independence and discretion. Conduct research projects. Support and promote the value-added role of the Management and Budget Division of the Finance and Property Services Department. **Qualifications: Education-**

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Bachelor's Degree in Business or Public Administration, Accounting, Economics or Public Policy or a closely related field (any of which must have included accounting coursework or government accounting seminar[s]). **Experience** Three (3) years of experience in accounting, finance, economics, or public policy. 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 March 17, 2014 through April 4, 2014.**

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.**

Victim / Witnesses Assistant - Exam #21429 Hourly Salary \$19.47 - \$30.82

Provide assistance to and advocacy for victims of and witnesses to misdemeanor and gross misdemeanor crimes prosecuted by the City Attorney's Office; these services extend from the City Attorney's Office to the social service system, and the criminal justice system. **Qualifications:** Two (2) years' experience in the criminal justice or victim service field. Experience as a Victim Witness Advocate is preferred; Bachelor's Degree in Social Work, Psychology or a related field; police background/qualifications check; drug/alcohol test; screening questions and responses to Supplemental Questionnaire. An equivalent combination of related educ/exp may be considered. For a complete job announcement including requirements and screening and supplemental questions, visit our website at www.ci.minneapolis.mn.us/jobs. **Applications accepted through April 11, 2014.**

CITY EMPLOYEES ONLY

Assistant City Attorney II – Exam #21430 / Annual Salary \$88,219 - \$113,684/ Restricted – City Attorney's Office

Provide professional legal services to the City of Minneapolis in the Criminal Division of the City Attorney's Office, including investigation and development of cases, policy-level guidance and courtroom representation. Conduct legal research; prepare legal opinions on issues with a high degree of difficulty and complexity. **Qualifications:** Juris Doctorate Degree from an approved and accredited Law School; Two (2) years of experience in the Minneapolis City Attorney's Office working as a permanent Assistant City Attorney I; Proof of admission to the Minnesota Bar and current registration by the Minnesota Supreme Court, and proof of admission to practice in the United States District Court, District of Minnesota. **Applications accepted through April 11, 2014.**

Assistant City Attorney II – Exam #21431 / Annual Salary \$88,219 - \$113,684/ Restricted – City Attorney's Office

Provide professional legal services to the City of Minneapolis in the Civil Division of the City Attorney's Office, including investigation and development of cases, policy-level guidance and courtroom representation. Conduct legal research; prepare legal opinions on issues with a high degree of difficulty and complexity. **Qualifications:** Juris Doctorate Degree from an approved and accredited Law School; Two (2) years of experience in the Minneapolis City Attorney's Office working as a permanent Assistant City Attorney I; Proof of admission to the Minnesota Bar and current registration by the Minnesota Supreme Court, and proof of admission to practice in the United States District Court, District of **Applications accepted through April 11, 2014.**

Assistant City Attorney III – Exam #21432 / Annual Salary \$93,401 - \$120,36/ Restricted – City Attorney's Office

Under general supervision of a Deputy City Attorney performs professional legal work of the highest degree of difficulty, complexity, and public visibility in providing the City of Minneapolis, and its various departments, boards, and commissions, with professional legal services and representation relating to civil legal matters, including policy level guidance and representing the City in state and federal district and appellate courts. **Qualifications:** Juris Doctorate Degree from an approved and accredited Law School; Two (2) years of experience in the Minneapolis City Attorney's Office working as a permanent Assistant City Attorney II; Proof of admission to the Minnesota Bar and current registration by the Minnesota Supreme Court, and proof of admission to practice in the United States District Court, District of **Applications accepted through April 11, 2014.**

Fire Motor Operator #21435 Bi-weekly salary: \$2606 up to \$2872

This position performs work driving all fire department vehicles and attached apparatus and operates pumps and ladders. **Qualifications:** **Education-** Required coursework in Apparatus Driver/Operators or equivalent. **Experience** Must be a sworn member of the Fire Department with at least four (4) years with the Fire Department. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Open March 31, 2014 through April 25, 2014**

Foreman Solid Waste and Recycling – Exam Number 21434 /Salary \$30,323 to 32.565 hourly / Promotional City Council Employees only

Supervise and coordinate the City's solid waste management program collection crews, monitor private contract collections and resolve customer service issues. High School Diploma or equivalent. Three (3) years experience in solid waste/recycling. Valid Class B (or better) Commercial Driver's License (CDL) with air brake endorsement. Background check. **Applications accepted through Friday, April 11, 2014.**

Project Coordinator -Supervisory - Exam #21437 Annual Salary \$66,970 - \$77,662

The Project Coordinator will be working for Community Planning and Economic Development – Business Licensing and is an exempt position. The Project Coordinator will act as a supervisor in the development and administration of major projects or programs. **Qualifications:** **Education:** Bachelor's Degree in related discipline or equivalent. **Experience:** Three years performing duties similar to those described above. An equivalent combination of related educ/exp may be considered. For a complete job announcement including requirements and screening and supplemental questions, visit our website at www.ci.minneapolis.mn.us/jobs. Restricted to current city employees. **Applications accepted through April 11, 2014.**

Water Works Service Worker I – Exam #21200 / Hourly Salary- \$20.866 - \$23.613 Restricted to City Council Employees

Under supervision to perform manual and semi-skilled work in the maintenance of the City's Water Distribution System. This position may involve shift work -- occasional weekend duty -- and/or requests to return to work for emergency water main repairs on a 24-hour basis, in all weather conditions. **Qualifications:** One (1) year of experience working with water main pipe and related equipment. An equivalent combination of education (in a highly related field) and experience may be considered. Possess and maintain a valid Driver's License. **Applications accepted through April 4, 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.

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