



City of Minneapolis CAREER OPPORTUNITIES BULLETIN

WEEK of June 23, 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

Case Investigator – Exam # 21506 /\$49,369 to \$67,861 Annually

Under the supervision of the Director of the Office of Police Conduct Review, responds to complaints of alleged police misconduct by conducting preliminary and/or administrative investigations and summarizes the chronology of events and the evidence gathered for each assigned case. **Qualifications:** **Education** - Two (2) years of post-secondary education in Criminal Justice, Sociology, Psychology or a closely related field; **Experience** - two (2) years investigative experience including actual interviewing; **Equivalency:** equivalent combination of related education / experience may be considered. Must have and maintain a valid driver's license while employed in the position. **Applications accepted June 23, 2014 through July 7, 2014.** To review a complete job announcement, including requirements/instructions, and to apply online, visit www.minneapolismn.gov/jobs.

ENGINEERING TECHNICIAN III -- Exam #20738 - 20.96 - 29.57 Hourly

This position requires the ability to perform paraprofessional civil engineering work; perform specialized high level technical support with design, construction, and maintenance activities; and act a liaison with other parties for the Professional Engineer in the field. **Qualifications:** Eighteen (18) months of post High School training in Civil Engineering Technology or equivalent training in Civil Engineering Survey work. Three (3) years of related experience performing civil engineering and related technical work. **Applications accepted June 16th through June 30th, 2014.**

Enterprise Contract Administrator #21503 Salary: \$68,357 up to \$85,718

Responsible for coordinating the enterprise-wide administration of contracts management and enforcement of contract compliance to established Statutes, Ordinances and the City of Minneapolis procurement policies and procedures. **Qualifications** Experience: Four (4) years of contract management experience that includes a minimum of two years in a supervisory capacity. Education: Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. Equivalency: An equivalent combination of education and experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through July 7, 2014.**

Enterprise Procurement Specialist #21502 Salary: \$66,232 up to \$84,492

Responsible for the continuous growth, utilization, and improvements of the P-Card program and for monitoring and ensuring that related policies and procedures are followed to comply with City, State and Federal regulations. Responsible for identifying and creating process improvements, including the implementation of new software and upgrades of existing systems. **Qualifications** Experience: Four years of related experience, which includes public purchasing experience in an administrative role with corporate credit, P-Card or Travel Card Programs a large complex organization, experience with writing and enforcement of policies, procedures and internal controls. **Education:** Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. **Licenses/Certificates:** Any Purchasing Card certification is preferred. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through July 7, 2014.**

Inspector, Building Trades -- Exam #21494 The City of Minneapolis seeks an experienced Building Trades Inspector. The Inspector will enforce the Minnesota State Building Codes and City Ordinances in new and existing structures. Conduct site inspections of new construction, alterations, repair or wrecking of buildings using applicable State codes, recognized standards and local ordinances in order to ensure public health, safety, welfare and accessibility. **Qualifications:** **Education** - Two years post high school education in a trade school, apprenticeship training in a trade area or equivalent **Experience** - Five years of experience as a Journeyman or Master Journeyman in a trade. **License:** Please see posting for a complete listing. **Equivalency** - An equivalent combination of related education/experience may be considered. Please follow the application process outlined. **Applications accepted through Friday, June 27, 2014.**

The City of Minneapolis is an Equal Opportunity Employer

Police Cadet #21487 - \$19.24 Hourly

Attends and successfully completes a program in law enforcement with a department authorized institution for the purpose of meeting the academic and technical skills requirements of the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board. Cadets hired will be promoted to Police Officer upon successful completion of the P.O.S.T. Board academic and skills requirements when a recruit academy class is scheduled. **Qualifications:** Must be a United States citizen, be 18 years of age or older, have a valid Driver's License, and have a two or four year degree in any discipline from a regionally accredited college or university by June 27, 2014. **Information Sessions:** The Minneapolis Police Department (MPD) has prepared a detailed information session which you are highly encouraged to attend. Dates of evening sessions: *Tuesday, June 10* and *Tuesday, June 24, 2014*. See job announcement for more details. To review a complete job announcement, including requirements/instructions, and to apply online, visit www.minneapolismn.gov/jobs. **Open for application June 9-27, 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.**

Supervisor Sewer Maintenance & Construction – Exam# 21495/ Salary \$81,253.00 - \$88,788.00 Annually

To oversee and coordinate the activities of workers engaged in the maintenance and repair of sanitary sewers, storm drains and related structures. Monitors the overall wastewater collection system for the purpose of ensuring required processes are running in a safe, effective and efficient manner and that relevant legal regulations and guidelines are met. **Qualifications: Education** - High School Diploma or equivalent. **Experience** - Five (5) years of sewer experience which should have included at least one (1) year of Foreman level supervisory experience. **Licenses/Certifications**- Currently possess a Class S-A Wastewater Treatment Facility Operator Certificate. Must possess, and continue to maintain, a valid Class D or higher Driver's License, by time of hire. **Applications accepted June 16, 2014 through July 4, 2014.** To review a complete job announcement, including requirements/instructions, and to apply online, visit www.minneapolismn.gov/jobs

ENGINEERING TECHNICIAN III -- Exam #20738 - 20.96 - 29.57 Hourly

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Automotive Mechanic Exam #21492 Job Title – Exam Number/Salary \$ 24.859 Starting

Enter position information. The Public Works' Fleet Division has an Automotive Mechanic position (one non-exempt vacancy) available. The position will perform mechanical repairs/preventive maintenance on City fleet of vehicles involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc. **Qualifications:** Experience: Three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines. Education: Successful completion of an 18 to 24 month college/vocational course, at an accredited school in vehicle maintenance/repair or equivalent.* NOTE: Applicants must include a copy of your transcripts with their application materials. Equivalency: An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, JUNE 23rd, 2014 through Monday, July 14th, 2014**

CITY EMPLOYEES ONLY

Real Estate Investigator – Exam #21510 / Hourly Salary \$21.63 up to \$29.13

***Application for this position is restricted to current City of Minneapolis employees.** Perform a variety of technical, clerical and administrative tasks for the Assessor's Department, and assist staff with support of specific assessment related processes and activities ensuring efficient operation. **REQUIREMENTS - Education:** Post High School work in Real Estate with additional work in Surveying, Drafting, Plan Reading, Accounting, and Record Management or equivalent. **AND Experience:** Three (3) years of work related experience working with real estate data, land plats and legal assessment procedures, record keeping and accounting.

Equivalency: An equivalent combination of education and highly related experience in a similar environment may be considered.

Applications accepted Monday, June 23, 2014 through Monday, July 7, 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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