



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of August 25, 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

#### **Applications Programmer – MPD/911 – Exam #21462 / Hourly Salary \$25.09 up to \$34.53**

There are currently two (2) non-exempt, full-time vacancies to be filled in the City of Minneapolis Information Technology (IT) Department. Anyone may apply. **Primary Responsibilities:** Responsible for application software development, maintenance, support, testing and documentation. **REQUIREMENTS: Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc. **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, August 25, 2014.**

#### **Business Intelligence Analyst (Software Engineer II) – Exam #21533 / Annual Salary \$64,386 up to \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in Solution Development and Engineering in the Data Management area. **Primary Responsibility:** The position is responsible for providing City-wide strategic, analytical, and technical support for business intelligence (BI) activities, including defining reporting and dashboard requirements and key performance indicators (KPI), and working with users to identify conceptual design, using appropriate tools and models, utilizing statistical knowledge and programming, and project management skills. **Required Qualifications: Experience:** The position requires 6 years of experience as a Statistical Programmer Analyst or in a similar job title, using statistical programming language(s) such as R, SAS, Stata, SPSS, or similar, including the use of software packages for data management and statistical analysis. **Education:** The position requires a Bachelor's Degree in statistics, biostatistics, mathematics, or computer science with experience and/or coursework in statistics or applied statistics. An advanced degree, Masters or PhD, in the cited areas of study is preferred. **Equivalency:** An equivalent combination of education/training and work experience may be considered. **Applications accepted through Monday, August 25, 2014.**

#### **Buyer – Exam #21531 Annual Salary \$62,889- \$74,742**

To manage products and contracts, identify new sources of supply, handle and place orders for all purchases made by the City of Minneapolis. **Qualifications: Education:** Bachelor's Degree in Business Administration, a highly related field or equivalent. **Experience:** Two years of professional public buying experience or five years professional private sector buying experience. **Licenses/Certifications:** CPM/CPSP (Certified Purchasing Manager/ Certified Professional in Supply Management) or CPPB (Certified Public Professional Buyer). **Applications accepted through August 27, 2014.**

#### **ERP Data Warehouse 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.**

#### **Principal Appraiser – Exam #21539 / Annual Salary \$69,500 up to \$83,500**

**PRIMARY RESPONSIBILITY:** Perform specialized assessment appraisal work for the most complex properties located within the Central Business District of the City. **REQUIREMENTS: Education:** Bachelor's Degree in Real Estate, Engineering, or a related field, or equivalent. **Experience:** Three years of assessment and valuation experience, or significant fee experience that includes valuing commercial/industrial property, or significant real estate brokerage and commercial sales experience. **Licenses/Certifications Requirements:** \*Accredited Minnesota Assessor (AMA) with Senior Accredited Minnesota Assessor (SAMA) certification within 24 months of hire. \*Valid Driver's License. **Equivalency:** Accredited Minnesota Assessor or General Associate Member of the Appraisal Institute with MAI Status or Certified Minnesota General Appraiser. You must achieve Senior Accredited Minnesota Assessor status within 24 months of hire. **Applications accepted through Wednesday, August 27, 2014.**

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

**Sr. Project Coordinator Exam #21535 Annual Salary: \$65,059.00 up to \$82,212.00**

The Community Planning and Economic Development for the City of Minneapolis is accepting applications for a Sr. Project Coordinator as a housing development professional to coordinate the financing and development of housing development projects in Minneapolis. This staff position is also responsible for managing assigned housing development projects, various public financing programs, assisting with private investment in the development and presenting all aspects of the project to the various stakeholders, including applicable City Council Committees. **Minimum Requirements:** Education-Bachelor's Degree in business administration, political science, public administration, economics, real estate, urban planning or a related field. **Experience-**Five or more years of housing development, real estate development, or community development experience or equivalent. For a complete job announcement including the application process and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, August 29, 2014.**

**Systems Engineer II - Enterprise Infrastructure/Windows Engineer – Exam #21536 / Annual Salary \$64,386 up to \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the Enterprise Infrastructure Division of the Information Technology (IT) Department. This position may require occasional on-call work. **Primary Responsibilities:** Member of systems engineering team that guides and manages new and existing information technology products and software through the information technology life cycle. **REQUIREMENTS: Experience:** Six years of experience working with enterprise server and client systems - involving Windows operating systems, networking, security, and routing. **Education:** Bachelor's Degree in Computer Science or related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Certificates:** Must be a Microsoft Certified Systems Engineer (MCSE) within nine (9) months of hire. **Applications accepted through Tuesday, August 26, 2014.**

**Traffic Control Agent I - Exam #21532 / Hourly Salary: \$17.51 up to \$24.39**

The Regulatory Services Department for the City of Minneapolis is accepting applications for a Traffic Control Agent I. The TCA I will direct and control motorized and pedestrian traffic at assigned sites or patrol an assigned district; check parking meters and parking violations; and write tickets for violations of parking regulations. Incumbents are required to work varying shifts between the hours of 7:00 a.m. and 4:00 a.m. and are required to work weekends, holidays and snow emergencies. **Minimum Requirements: Education-**High school diploma or equivalent. **Experience-** Two years of experience working in a public contact position; experience handling customer complaints and negotiating satisfactory resolution is highly desirable. For a complete job announcement including the application process and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Wednesday, August 27<sup>th</sup>, 2014.**

## CITY EMPLOYEES ONLY

**Senior Inspector Building Trades Exam #21547 Hourly Salary: \$31.84 up to \$35.89 RESTRICTED TO CPED**

The Senior Inspector will enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing, gas piping, mechanical or electrical systems within your specific license to assure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment. To provide a cost effective, efficient required final inspections on building, plumbing and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300. **REQUIREMENTS: Education-**Bachelor's Degree in architecture, engineering, construction management, or two years of education in a college or trade school or an apprenticeship training in a construction trade area. **Experience-**Three years as a Municipal Building Inspector Building Trades, in an environment equivalent to the City. For a complete job announcement including license requirement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through Wednesday, September 3, 2014.**

**Supervisor Engineering Technician II Exam #21546 Annual Salary \$69,401.00 up to \$75,836.00**

The Traffic & Parking Services division of the Public Works Department is accepting applications for a Supervisor Engineering Technician II to manage the function of an office or unit, supervising staff responsible for permits and fee collection and accounting required by City Ordinance and/or policies; lane use and traffic obstruction permits, traffic sign use, etc. Represent the Public Works Department in meetings with engineers, consultants, contractors and the public regarding City standards and legal requirements for proposed work. Coordinate with engineers, consultants, property owners and Public Works divisions any work required. Ensure that proposed plans and specifications meet Federal, State, and Local requirements **Minimum Requirements:** Education-Associates Degree in Engineer Technology or equivalent. **Experience-** Three (3) years of related experience. An equivalent combination of education and experience may be considered. **License-** Must possess and continue to maintain a valid Driver License. For a complete job announcement including the application process and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, September 5, 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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