



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of December 15, 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

APPOINTED POSITIONS

Chief Appraiser / Salary \$81,501 - \$90,080 annually

This is an appointed position. 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. As the Chief Appraiser this individual will be responsible for the planning directing, implementing, and achieving department strategic goals and objectives related to the department's mission. The Chief Appraiser leads and manages Principal Appraisers in the assessment and classification of the Central Business District (CBD) and complex neighborhood commercial properties to ensure fair and equitable assessment in compliance with all State Statutes for ad-valorem tax purposes. The Chief Appraiser is responsible for department-wide appraisal standards, processes, procedures and templates to ensure successful outcomes in tax court. **QUALIFICATIONS:** Bachelor's Degree in Real Estate, Architecture, Engineering or a related field; Minnesota State Assessor's License at the Accredited Minnesota Assessor (AMA) certification level and Senior Accredited Minnesota Assessor (SAMA) certification within twelve months of hire; Valid Minnesota Driver's License. Five (5) years of related experience in real estate appraisal and sales; construction and/or architecture; and Tax Court experience, including report writing, trial preparation and testifying is highly desirable. *An equivalent combination of education, training and experience may be considered.*

Please email cover letter and resume by January 16, 2015 to: Joel.Lampe@minneapolismn.gov

Manager, Assessment Services / Salary \$81,501 - \$90,080 annually

This is an appointed position. 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. As the Manager of Assessment Services this individual will be responsible for the completion of the assessment in compliance with assessment standards and ad valorem property tax laws. The Manager will direct the development and operation of the Computer Assisted Mass Appraisal (CAMA) system and all Assessment technology for the Department including managing the establishment of valuation modeling solutions for all property types. This position involves developing policies, procedures, training, and manuals as well as being responsible for preparing and managing the section budget and directing the research and development of short and long-term technology options. In addition, the Manager will provide leadership and direction for staff. **QUALIFICATIONS:** Bachelor's Degree in Business Administration, Real Estate, Architecture, Engineering, Finance or a related field; Minnesota State Assessor's License at the Accredited Minnesota Assessor (AMA) certification level and Senior Accredited Minnesota Assessor (SAMA) certification within twelve months of hire. Five (5) years of related experience that has included both assessing and technical support for a complex Assessment modeling system. *An equivalent combination of education, training and experience may be considered.* **Please email cover letter and resume by January 16, 2015 to: Joel.Lampe@minneapolismn.gov**

CITY EMPLOYEES ONLY

911 Supervisor –2014-00001/Hourly Salary \$25.47 - \$34.40 To assist in the supervision of activities of an assigned shift of 911 Operators and Police/Fire Dispatchers engaged in the answer and dispatch of calls for Police, Fire and Emergency Medical Services for the City of Minneapolis. **Qualifications:** **Education** High School Diploma or equivalent. Post high school education/training is highly desirable. **Experience** Three years of experience in a call center operation equivalent to the Minneapolis Emergency Communications Center with at least two years as a dispatcher. **Certificates** CJIS certification will be required within six months of certification to this position. **Applications accepted through December 25, 2014.**

Administrative Analyst II – Exam #2014-00005 / Salary \$49,776 - \$68,825 annually

***This exam is restricted to current City of Minneapolis employees.** **DEPARTMENT:** Finance & Property Services; **VACANCIES:** 1 (one). Conduct investigative studies of various departmental operations and make recommendations regarding organizational structure, methods and procedures and work coordination aimed at efficiency, economy and desired controls. **MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree in Public Administration, Business Administration, Computer Science or equivalent. **EXPERIENCE:** Three years performing duties closely related to those listed above. **Applications accepted through Friday, December 26, 2014.**

Manager, Finance – Exam #2014-00006 / Salary \$72,026 - \$92,275 annually

***This exam is restricted to current City of Minneapolis employees.** **DEPARTMENT:** Finance & Property Services; **VACANCIES:** 1 (one). Manage a team that provides accounting, budget and financial planning services to a customer department, serve as a liaison between Finance and assigned customer department, provide leadership and oversee the City's Grants Financial Management System. **MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree Accounting, Finance, and Business Administration, a closely related field or equivalent. **MINIMUM EXPERIENCE:** Five years of progressively responsible government accounting, budgeting, financial planning, auditing, design and policy recommendation experience in a major governmental organization. **Applications accepted through Friday, December 26, 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.