



**EMPLOYMENT OPPORTUNITIES**

CITY OF MINNEAPOLIS  
 City of Minneapolis Human Resources Department  
 250 South 4th Street, Room #100  
 Minneapolis, MN 55415  
 (612) 673-2282  
<http://www.minneapolismn.gov/jobs>

*Employment Opportunities as of Monday, May 21, 2018*

| Current External Opening | Job #      | Job Title    | Job Type  | Salary                             | Application open Date | Application Closing Date |
|--------------------------|------------|--------------|-----------|------------------------------------|-----------------------|--------------------------|
|                          | 2018-00259 | City Planner | Full-time | \$53,943.00 - \$74,657.00 annually | 05/18/18              | 06/01/18                 |

**Department:**  
 Community Planning & Economic Development

**Position Description:**  
 Perform professional planning work requiring excellent analytical and communication skills in planning processes of standard to moderate degrees of difficulty. The City Planner is an entry-level planning position with the Department of Community Planning and Economic Development (CPED). This vacancy is in the Zoning Administration section of the Development Services Division. The position includes implementation of City policies through review of development proposals. The work associated with this position includes regular interaction with the general public as well as meeting frequent deadlines while conducting land use and/or preservation analysis. The City Planner works independently as part of a multi-disciplinary team.

|  |            |                   |           |                                     |          |          |
|--|------------|-------------------|-----------|-------------------------------------|----------|----------|
|  | 2018-00219 | Deputy Controller | Full-time | \$89,450.00 - \$109,684.00 annually | 05/04/18 | 05/23/18 |
|--|------------|-------------------|-----------|-------------------------------------|----------|----------|

**Department:**  
 Finance & Property Services

**Position Description:**  
 The Deputy Controller position has a leading role in overseeing the City of Minneapolis' \$1.3+ billion annual budget by collaborating with internal and external business partners to create a City that works. This diverse and multifaceted role offers an opportunity to help manage the financial complexities of the state's largest city with a workforce of over 4,000 employees. Minneapolis is a nationally recognized hub of economic activity and innovation.

The Deputy Controller position is responsible for assisting the Controller in the management of assigned areas to include: creating, maintaining, reporting, analyzing and interpreting accounting and financial information to support sound policy making, managerial decision-making, and carrying out departmental and the City's financial plans and policies.

|  |            |   |           |                                      |          |          |
|--|------------|---|-----------|--------------------------------------|----------|----------|
|  | 2018-00221 | Director of Economic Policy and Development<br>*Amended | Full-time | \$139,925.00 - \$165,872.00 annually | 05/03/18 | 05/25/18 |
|--|------------|---|-----------|--------------------------------------|----------|----------|

**Department:**  
 Community Planning & Economic Development

**Position Description:**  
 Help grow the Minneapolis economy for everyone. Lead a dynamic group of staff and activities that impact the economic prosperity of our city.

The Economic Policy and Development division of the Department of Community Planning and Economic Development (CPED) assists businesses in the city, upholds business safety and livability standards, and helps Minneapolis workers compete for better job opportunities. This position oversees the Business

Development, Business Licensing, and Employment and Training groups of the department. It serves as a principal strategist, communicator, negotiator, and innovator for a range of business and workforce development activities and project.

|            |  |           |                          |          |          |
|------------|--|-----------|--------------------------|----------|----------|
| 2018-00274 | Forensic Scientist II (Field Operations) | Full-time | \$35.45 - \$41.89 hourly | 05/14/18 | 05/25/18 |
|------------|--|-----------|--------------------------|----------|----------|

**Department:**

Police

**Position Description:**

A Forensic Scientist II in the Field Operations section of the Minneapolis Police Department Crime Lab conducts the documentation and processing of crime scenes at all levels; the examination of friction ridge impression evidence; prepares documentation and written reports; and testifies as an expert witness as required. The Field Operations Section is staffed 24 hours per day, 7 days per week, including holidays.

Federal law requires employees hired after November 6, 1986 to present documentation that establishes identity and employment authorization. The City of Minneapolis and MPD encourage all applicants to apply.

**The current vacancy is a non-exempt position in the Minneapolis Police Department.**

|            |                                   |           |                          |          |          |
|------------|-----------------------------------|-----------|--------------------------|----------|----------|
| 2018-00249 | IT Deskside Support Technician II | Full-time | \$24.28 - \$32.49 hourly | 05/16/18 | 05/30/18 |
|------------|-----------------------------------|-----------|--------------------------|----------|----------|

**Department:**

Information Technology

**Position Description:**

Provide on-going remote and on-site level 2 technical support, analysis and troubleshooting for desktop and laptop computers, hardware, software and all IT peripherals devices in the City environment.

Work shifts for this position fall between 6:00 a.m. and 6:00 p.m., Monday to Friday.

|            |                       |           |              |          |          |
|------------|-----------------------|-----------|--------------|----------|----------|
| 2018-00238 | Inspector-Pipe Trades | Full-time | \$36.81/Hour | 05/10/18 | 05/25/18 |
|------------|-----------------------|-----------|--------------|----------|----------|

**Department:**

Community Planning & Economic Development

**Position Description:**

Under supervision, enforce the Minnesota State Mechanical and Fuel Gas Code and City of Minneapolis ordinances in new and existing structures. Conduct field inspections (site visits) of new and remodeled commercial and residential gas heating, hot and chilled water, steam, air conditioning and refrigeration, and oil and wood burning systems. Ensure that minimum requirements are met to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency situations.

|            |                               |           |                                     |          |          |
|------------|-------------------------------|-----------|-------------------------------------|----------|----------|
| 2018-00214 | Leadership and Change Manager | Full-time | \$78,445.00 - \$100,898.00 annually | 04/30/18 | 05/28/18 |
|------------|-------------------------------|-----------|-------------------------------------|----------|----------|

**Department:**

Human Resources

**Position Description:**

Design and implement leadership development programs based on sound adult learning theory, consult with senior leaders to execute large-scale business initiatives using sound change management practice and tools; collaborate with the Workforce Planning Manager and other Human Resources staff in identifying leadership development curriculum using a talent management approach to develop, engage and retain current and future leaders.

|            |                               |           |                                    |          |          |
|------------|-------------------------------|-----------|------------------------------------|----------|----------|
| 2017-00578 | Litigation Technology Manager | Full-time | \$67,350.00 - \$92,682.00 annually | 05/15/18 | 05/29/18 |
|------------|-------------------------------|-----------|------------------------------------|----------|----------|

**Department:** Attorney

**Position Description:**

The mission of the position is to provide oversight of a variety of office technology programs and use of technology in the Civil and Criminal Divisions; the position assures case related documents are properly ingested in and produced from case management system and eDiscovery system; writes and creates reports using database systems; develops, updates and oversees office intranet and public website.

**Working Conditions:**

Office with daily computer exposure.

|            |                                   |           |                                    |          |          |
|------------|-----------------------------------|-----------|------------------------------------|----------|----------|
| 2018-00220 | MPD Health and Safety Coordinator | Full-time | \$55,026.00 - \$77,005.00 annually | 05/14/18 | 06/01/18 |
|------------|-----------------------------------|-----------|------------------------------------|----------|----------|

**Department:**

Police

**Position Description:**

This position will design, plan, and coordinate the health and safety program for the Minneapolis Police Department (MPD) and related activities, and supervise and participate in the coordination of medical processes and procedures for staff.

**NOTE: The approximate starting date for this position will be sometime in September 2018.**

|            |                   |           |                          |          |          |
|------------|-------------------|-----------|--------------------------|----------|----------|
| 2018-00241 | Medical Assistant | Full-time | \$20.43 - \$27.34 hourly | 05/21/18 | 06/03/18 |
|------------|-------------------|-----------|--------------------------|----------|----------|

**Department:**

Health

**Position Description:**

The purpose of this position is to provide clinical and clerical support to the school based clinics and to ensure customer service needs are met in a professional manner. The position also assists the Nurse Practitioner (NP)/Physician's Assistant (PA), MD, Nutritionist (RD), Health Educator (HE) and mental health staff with client (customer) care as needed.

This fulltime, non-exempt position is supervised by the Nurse Practitioner (NP)/Physician Assistant assigned to the same clinic site.

|            |                                |           |              |          |          |
|------------|--------------------------------|-----------|--------------|----------|----------|
| 2018-00122 | Operating Maintenance Engineer | Full-time | \$29.08/Hour | 04/11/18 | 05/22/18 |
|------------|--------------------------------|-----------|--------------|----------|----------|

**Department:** Convention Center

**Position Description:**

The [Minneapolis Convention Center](#) welcomes approximately 750,000 guests from around the world and hosts more than 300 events annually. We are one of the top 20 largest convention centers in the United States and feature 1.6 million square feet of space on 23 acres in downtown Minneapolis. The Minneapolis Convention Center contributes to a vibrant downtown community by providing economic impact through visitors spending at hotels, restaurants, arts & attractions, and retail establishments.

Our mission is to be the best Convention Center by providing an exceptional facility, outstanding internal and external customer service, and responsible use of our resources. We make a positive impact on our guests by collaborating and delivering excellence in our service and facility. Our staff is paramount to our success.

The Operating Maintenance Engineer is responsible for the operation, maintenance and performance of technical work on physical plant facilities, including electromagnetic controls, pneumatic systems, HVAC systems, overhead doors, water coolers, refrigeration, plumbing, life safety and security equipment at the Minneapolis Convention Center. Upholding high standards of customer service, independent judgment, and professionalism are required for this position.

- There is currently one (1) full-time vacancy to be filled in the Facilities Operations Department at the Minneapolis Convention Center.
- The vacancy is for the shift **Sunday through Thursday 2:30pm - 11:00pm**. Schedule may include days, evenings, holidays and weekends as needed.

The computer lab located in the Public Service Center Building, 250 South 4th Street, Room 13B, will also be available on the following dates for those needing access to a computer to complete the online application:

- **Monday, April 16, 2018 from 1:00 pm to 3:00 pm**
- **Thursday, April 26, 2018 from 1:30 pm to 3:30 pm**
- **Friday, May 11, 2018 from 8:30 am to 10:30 am**

|            |   |                                    |          |          |
|------------|---|------------------------------------|----------|----------|
| 2018-00210 | Plan Examiner II - Full-time<br>Engineer,<br>Mechanical | \$75,973.00 - \$96,883.00 annually | 05/18/18 | 06/04/18 |
|------------|---|------------------------------------|----------|----------|

**Department:**

Community Planning & Economic Development

**Position Description:**

There is currently one exempt position to be filled in the Plan Review Section of the Construction Code Services (CCS) Division of Community Planning and Economic Development (CPED).

Minneapolis is the hub of unique construction. We're doing cutting edge code work, partner with architects that are pushing beyond the limits of things previously imagined, and have had more than \$1 billion in construction permits for six years in a row. In the Building Inspection Department, variety is the name of the game, as we deal with all kinds of structures: high-rises, theaters, health care facilities, stadiums, skyways, and more!

[The Association of Minnesota Building Officials](#) (AMBO) recognized Minneapolis as the [2016 Building Department of the Year](#) for our dedication to code development and education for Building Officials and Building Inspectors. The Department has long worked to foster a culture of active and engaged code professionals, and strongly supports staff involvement in both professional development and code development.

This Mechanical Plan Examiner position will review commercial and residential building construction/remodeling documents for conformance to requirements of Minnesota Mechanical and Fuel Gas Code and city ordinances.

**Please note: the salary for a newly hired employee shall be reduced by 4% from the applicable salary step as established in the salary schedule during the employee's first six months of employment.**

|            |              |                                       |          |          |
|------------|--------------|---------------------------------------|----------|----------|
| 2018-00182 | Police Cadet | Full-time<br>\$20.73 - \$20.73 hourly | 05/20/18 | 07/01/18 |
|------------|--------------|---------------------------------------|----------|----------|

**Department:**

Police

**Position Description:**

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, skills requirements, completion of academy and successfully meet the academy fitness standards. Current salary range for Police Officer begins at \$63,814 per year, with the final step at \$82,243 per year (effective July 1, 2018).
- Cadets hired must commit to three years of employment with the Minneapolis Police Department following their promotion to Police Officer or pay back, on a pro-rated basis, the costs of the tuition paid by the department for the academic training and/or the skills course.
- Failure to successfully complete the Minnesota P.O.S.T. Board licensing exam and meet the academy fitness standards at the end of academy may result in termination.

Supplemental documents must be uploaded and submitted with your on-line application by the deadline. These documents will not be accepted by email, fax or in-person.

**INFORMATION SESSION (optional):**

The Minneapolis Police Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. Each session will last up to 1.5 hours. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- Cadet Academy and Education Program

**Dates:**

- Tuesday, June 5, 2018 - 6pm
- Thursday, June 21, 2018 - 6pm

**Location:**

Location: Emergency Operation Training Facility (EOTF)  
25 - 37th Avenue NE, Fridley, MN 55421

**FITNESS FAMILIARIZATION SESSION (optional):**

New this year, an opportunity to receive hands-on practice with the fitness components. You are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required.

**Date:**

Saturday, June 30, 2018, 10am-4pm

**Location:**

Special Operations Center (SOC)  
4119 Dupont Avenue North Minneapolis, MN 55412  
Enter through the main entrance on DuPont.

|            |  |           |                          |          |          |
|------------|--|-----------|--------------------------|----------|----------|
| 2018-00257 | Sustainability Program Aide II - Temporary | Part-time | \$21.18 - \$28.34 hourly | 05/16/18 | 06/03/18 |
|------------|--|-----------|--------------------------|----------|----------|

**Department:**

City Coordinator

**Position Description:**

The City of Minneapolis Coordinator's Office of Sustainability is hiring a part-time (up to 29 hours per week), temporary Sustainability Program Aide who will focus on climate change, energy, and other sustainability topics. The Sustainability Program Aide will assist with planning, development and implementation of events, activities, policies, research, engagement and communications for the City of Minneapolis sustainability initiatives. The work is both independent and collaborative in nature. The position will last for at least six but no more than 12 months.

|            |                                 |           |                                     |          |          |
|------------|---------------------------------|-----------|-------------------------------------|----------|----------|
| 2018-00302 | Vision Zero Program Coordinator | Full-time | \$86,248.00 - \$100,898.00 annually | 05/16/18 | 06/03/18 |
|------------|---------------------------------|-----------|-------------------------------------|----------|----------|

**Department:**

Public Works - Transportation Planning & Programming

**Position Description:**

To direct the City's work to meet our Vision Zero commitment, which is to end all traffic related deaths and severe injuries by 2027; develop a work plan and direct the work of a staff dedicated to Vision Zero implementation, organize the numerous committees internal and external to the City that will work together to reach the goals of Vision Zero and communicate regularly with stakeholders including various City

departments, public stakeholders and elected officials.

**Promotional  
Only  
Opportunities**

| Job #      | Job Title             | Job Type  | Salary                   | Application open Date | Application Closing Date |
|------------|-----------------------|-----------|--------------------------|-----------------------|--------------------------|
| 2018-00239 | 311 Program Assistant | Full-time | \$23.23 - \$32.42 hourly | 05/14/18              | 05/23/18                 |

**Department:**  
311

**Position Description:**

**\*Restricted to current employees of the 311 Department\***

In a non-supervisory capacity participate in clerical, technical, and administrative work for the 311 Department, relieving executives and professional staff of routine work, or provide support to specific programs and activities ensuring efficient operation.

|            |                           |           |                          |          |          |
|------------|---------------------------|-----------|--------------------------|----------|----------|
| 2018-00242 | Customer Service Agent II | Full-time | \$22.75 - \$30.44 hourly | 05/14/18 | 05/23/18 |
|------------|---------------------------|-----------|--------------------------|----------|----------|

**Department:**  
311

**Position Description:**

**\*Restricted to current City of Minneapolis employees\***

Receive and process non-emergency calls for government services, city services and all Blue Page number calls from residents, businesses and visitors; and function in a lead worker capacity over Customer Service Agents I assisting in the coordination of daily work assignments, monitoring call center operations , preparing reports on shift activities, etc.

|            |   |           |                                    |          |          |
|------------|---|-----------|------------------------------------|----------|----------|
| 2018-00209 | General Foreman, Plant Maintenance and New Construction | Full-time | \$87,796.00 - \$95,937.00 annually | 05/21/18 | 06/03/18 |
|------------|---|-----------|------------------------------------|----------|----------|

**Department:**  
Public Works - Water Treatment & Distribution

**Position Description:**

Oversees, plans, and administers the maintenance and repair programs, new construction and rehabilitation projects for the City's drinking water treatment and pumping facilities.

**This position is restricted to current City of Minneapolis employees.**

|            |                                    |           |                          |          |            |
|------------|------------------------------------|-----------|--------------------------|----------|------------|
| 2018-00123 | Senior Inspector - Building Trades | Full-time | \$39.86 - \$42.19 hourly | 03/21/18 | Continuous |
|------------|------------------------------------|-----------|--------------------------|----------|------------|

**Department:**  
Community Planning & Economic Development

**Position Description:**

**\*\*This position is restricted to current City of Minneapolis Community Planning and Economic Development employees of the Construction Code Services division\*\***

- To 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 ensure 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.

|            |                                 |               |                          |          |          |
|------------|---------------------------------|---------------|--------------------------|----------|----------|
| 2018-00226 | Water Works<br>Service Worker I | Full-<br>time | \$23.74 - \$26.83 hourly | 05/14/18 | 05/22/18 |
|------------|---------------------------------|---------------|--------------------------|----------|----------|

**Department:**

Public Works - Water Treatment & Distribution

**Position Description:**

Under supervision, perform manual and semi-skilled work in the maintenance of the City's Water Distribution System.

**Availability:** 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.

**This position is restricted to current Public Works employees.**