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## 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, February 4, 2019*

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### Current External job Opening

Job #	Job Title	Job Type	Salary	Application Open Date	Application Closing Date
2019-00033	911 Dispatcher	Full-time	\$24.38 - \$33.15 hourly	02/04/19	02/22/19

### Department:

911

### Position Description:

Are you looking for a career in a fast-paced, ever-changing, dynamic work environment? 911 Dispatchers for the City of Minneapolis answer calls for emergency assistance involving Police, Fire or medical emergencies as well as answer other public service requests. As a 911 Dispatcher, you will prioritize and dispatch calls received at the Minneapolis 911 Emergency Call Center (MECC). MECC employees work in a well-equipped, modern emergency communications center. The Minneapolis 911 Center is the busiest facility of its kind in the entire Midwest (outside of Chicago), and is one of a very few entirely civilian professional facilities – where 911 Dispatchers have robust career development and advancement opportunities. As a 911 Dispatcher, you will be charged with providing a critical link in the city's Police, Fire and Ambulance service delivery system. You are the first and most important contact that the citizens have for help.

### **Engaged - Supportive - Professional**

**Working hours/Shift work:** MECC must be staffed 24 hours a day, 7 days a week. Probationary employees are assigned shifts based on staffing needs/requirements. There is no guarantee a probationary employee will work a specific shift and may even be assigned to different shifts during their first year, based on staffing shortages and coverage needs. **Employees should expect that they would work a high percentage of weekends AND holidays.**

After probation, employees will choose from work schedules that have been determined by management based on their seniority in their current job classification. Currently, shifts are posted in October or November for bidding purposes and new schedules go into effect the beginning of the first pay period in the New Year. Due to staffing needs, least senior employees may not have the opportunity to work their preferred shift. Staffing shortages which occur during the year are generally filled by reverse seniority (the least senior employee in the affected classification is required to change work schedules).

**Starting Salary:** \$24.377 please note that starting salary is effective on 7/1/2019.

### **Information Session (optional):**

The Minneapolis 911 Emergency Call Center 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 2 hours. We will highlight and discuss the following:

- Application process requirements
- Critical Testing and Pre-employment assessment details
- Background Investigation information
- Medical, psychological, and drug & alcohol testing
- Current 911 employee(s) speak about experience
- Brief tour of 911 call center

**Dates:**

- Wednesday, February 6, 2019 - 5:30 p.m.
- Tuesday, February 19, 2019 - 5:30 p.m.

**Location:**

Location: Minneapolis City Hall - Room 132 - 350 5th Street S Minneapolis, MN 55415.  
 Parking: Metered/Ramp parking.

2019-00038	Applications Analyst	Full-time	\$68,933.00 - \$94,860.00 annually	02/04/19	02/25/19
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**Department:**

Information Technology

**Position Description:**

The City of Minneapolis is hiring a full-time Application Analyst to assess business practices, culture, products, customers and business objectives that meet the needs of the City and perform application support, maintenance, and development services for business application software.

2019-00003	Complaint Investigation Officer II	Full-time	\$69,452.00 - \$84,420.00 annually	01/14/19	02/04/19
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**Department:**

Civil Rights

**Position Description:**

This position will function as a lead worker in the Complaint Investigation Division, assisting and aiding the Assistant Director to ensure compliance with City's Civil Rights Ordinance through investigation, education and information dissemination.

2019-00001	Director Risk Management	Full-time	\$102,113.00 - \$121,048.00 annually	01/08/19	02/08/19
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**Department:**

Finance & Property Services

**Position Description:**

This appointed position is responsible for leading the City's Risk Management Division including self-insured workers' compensation and tort liability programs, coordinate loss control program insurance broker relationship and placement of insurance policies. Provide guidance on appropriate insurance limits, and all other insurance matters for the City (excluding employee benefit related insurance).

2019-00047	Director, Emergency Communications (911)	Full-time	\$123,288.00/Year	01/31/19	02/19/19
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**Department:**

911

**Position Description:**

Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. Minneapolis is recognized as an economically-vibrant, safe, green and livable city and is frequently ranked among the top cities in the country for finding a job, making a home, getting an education and enjoying an active lifestyle. Its breathtaking natural beauty, including its 22 lakes, 170 parks, 210 miles of bike paths, and the Mississippi River, helps rank Minneapolis among the best cities in which to live.

Learn about what makes Minneapolis great. [www.minneapolis.org/visitor](http://www.minneapolis.org/visitor).

The City of Minneapolis operates with a Mayor-Council form of government. The Mayor and 13 City Council members are elected for concurrent four-year terms. Department heads are nominated by the Mayor and appointed by the Executive Committee. The City Coordinator is responsible for the administrative operations of the City. The annual budget is \$1.7 billion, and there are approximately 4,250 employees.

The Director of Emergency Communications leads a department with 86 employees and an annual operating budget of more than \$10.3 million. Emergency Communications/911 is the link between the public and emergency public safety response. Professional, supportive and engaged 911 staff receive, prioritize, dispatch, and manage public safety response throughout the city. No police car, fire truck or ambulance responds to an emergency in Minneapolis unless the call has first been answered and processed by the Emergency Communications Department.

**In 2017, the Emergency Communications Department:**

- Established an Incident Dispatch Team
- Implemented Priority Dispatch Call-Taking system
- 50 Community Outreach Team presentations
  
- Established Career Pathways Project
- Developed Key Workplace Behaviors

**Department Mission Statement:** Minneapolis 9-1-1 forms the vital link between the public and the emergency responders. The department strives to collect and disseminate all requests for service in a prompt, courteous, and efficient manner. The department's actions help save lives, protect property and assist the public in their time of need. The department's motto is "Always here, always ready!"

2019-00042	Document Solution Center Technician I	Full-time	\$21.92 - \$26.65 hourly	01/30/19	02/08/19
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**Department:**  
City Clerk

**Position Description:**

The City of Minneapolis is looking for a Document Solution Center Technician I to Provide City Departments with high quality, cost effective and timely document services, including print, finishing, imaging, mail, storage and destruction, and pre-press and production art aspects of DSC services.

2018-00713	Leadership Development and Change Manager	Full-time	\$78,445.00 - \$100,898.00 annually	01/11/19	02/09/19
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**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 other Human Resources staff in identifying leadership development curriculum using a talent management approach to develop, engage and retain current and future leaders.

2019-00043	Loan Originator and Processor	Full-time	\$68,784.00 - \$83,608.00 annually	01/30/19	02/20/19
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**Department:**  
Community Planning & Economic Development

**Position Description:**

The Loan Originator and Processor position with the City of Minneapolis Community Planning and Economic Development Department is responsible for facilitating financial closings, administering allocated project funds, and communicating with people who receive financing about compliance requirements and expectations.

The vacancy will specialize in owner-occupied rehabilitation loans and real estate development loans for 1 - 20 unit residential real estate development projects related to the Minneapolis Homes program. The Minneapolis Homes program provides financing, property, and education to residents and developers in order to reduce property vacancy, create new housing units, and sustain homeownership in the City of Minneapolis.

2018-00436	Operating Maintenance Full-Engineer III - Amended time		\$33.36 - \$33.36 hourly	07/30/18	Continuous
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**Department:**

Finance & Property Services

**Position Description:**

There is currently one full time non-exempt vacancy to be filled in the Property Services Division of the Finance and Property Services Department.

This position will operate, maintain, troubleshoot and repair heating, ventilation and air conditioning systems, life safety systems, building automation and control systems, low voltage electrical systems and other facility assets in City owned buildings

***This job has been amended , applications for this position will be accepted until the position is filled.***

2018-00600	Plan Examiner II, Engineer Mechanical - Amended	Full-time	\$75,973.00 - \$96,883.00 annually	12/24/18	02/14/19
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**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 Codes (Elevator and Mechanical).

2019-00029	Real Estate Investigator II	Full-time	\$30.04 - \$36.52 hourly	01/31/19	03/03/19
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**Department:**

Public Works - Trans Engineering & Design

**Position Description:**

Oversee preparatory work related to special assessments, real estate transactions and 'right of way' matters for the construction activities of the Public Works Department.

2019-00034	Recruiting Consultant	Full-time	\$57,642.00 - \$79,717.00 annually	01/19/19	02/09/19
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**Department:**

Human Resources

**Position Description:**

The City of Minneapolis has a strong commitment to the equitable recruitment and retention of a talented and diverse workforce. The Recruiting Consultant is a key member of the Human Resources Department that provides professional support and consultative services as a subject matter expert in targeted recruitment initiatives and activities enterprise-wide and in partnership with City departments, and strategically communicates and markets key employment brand messages through a variety of recruitment sources and social media platforms.

The Recruiting Consultant is a full-time, exempt position, and may include evening and/or weekend work as needed. The incumbent will work under general supervision, and as a collaborative partner with multiple stakeholder groups.

2019-00037	Seasonal Environmental Technician	Full-time	\$14.22 - \$18.59 hourly	02/04/19	02/18/19
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**Department:**

Health

**Position Description:**

**This is a seasonal position.** Perform work under the direction of Environmental Services Inspectors or Registered Sanitarians that benefits the Minneapolis Health Department in the Environmental Services areas such as Soil Erosion, Water Quality, and Storm Water.

Seasonal Technicians will be hired annually to work full-time between May-September in an ACA non-benefit earning position. The actual amount of time worked is dependent on the availability of the individuals hired.

Seasonal Environmental Technician and Seasonal Food Lodging and Pools Technician job postings are currently open in the Environmental Services and Environmental Health divisions. (Seasonal Food Lodging and Pools Technician job posting dates 2/11/19 through 2/25/19.) By applying for this job posting, you will be considered only for the Seasonal Environmental Technician position within the Environmental Services division. If you are also interested in the Seasonal Food Lodging and Pools Technician position, you must also apply for that separately during that application window.

**Salary Range:** \$14.22 - \$18.59 hourly

2019-00027	Water Resources Regulatory Coordinator	Full-time	\$90,440.38 - \$98,826.64 annually	01/31/19	02/24/19
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**Department:**

Public Works - Storm Water

**Position Description:**

Under supervision provide coordination of the City's and the Minneapolis Park & Recreation Board's efforts to comply with Federal, State, and Local regulations for storm-water management and surface water management and work cooperatively with the overall planning and programming for City's surface water, storm-water and sanitary sewer systems.

**Promotional Only Opportunities**

Job #	Job Title	Job Type	Salary	Application Open Date	Application Closing Date
2019-00045	Council Committee Coordinator	Full-time	\$27.51 - \$33.44 hourly	01/30/19	02/08/19

**Department:**

City Clerk

**Position Description:**

Provide specialized legislative support services of considerable complexity and confidentiality for Standing Committees of the City Council or other assigned decision-making bodies.

2019-00009	Foreman Solid Waste & Recycling - Amended	Full-time	\$34.06 - \$37.22 hourly	01/24/19	02/11/19
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**Department:**

Public Works - Solid Waste & Recycling

**Position Description:**

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

Supervise, participate in, and coordinate the City's solid waste/recycling collection crews, monitor private contract collections and resolve collection problems.

**The job posting has been extended another week to February 11, 2019.**

2019-00044	Internal Auditor I	Full-time	\$25.37 - \$35.24 hourly	01/29/19	02/07/19
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**Department:**

Internal Audit

**Position Description:**

The Internal Auditor assists in the performance and reporting of audits, projects and investigations for the City of Minneapolis and its Boards and Commissions.

2019-00049	Manager Internal Audit	Full-time	\$87,774.00 - \$112,898.00 annually	01/29/19	02/07/19
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**Department:**

Internal Audit

**Position Description:**

The Internal Audit Manager is primarily responsible for executing the audit plan, monitoring progress against the plan and schedule, and providing on-the-job training to Senior and Staff Auditors and Interns.

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

**Effective 12/21/2018. This position has been amended to reflect the following changes in License/Certifications. Replaced Master with "Journey Level" Competency and Replaced Certified Building Official to Limited Building Official.**

**Intern  
Opportunities**

<b>Job #</b>	<b>Job Title</b>	<b>Job Type</b>	<b>Salary</b>	<b>Application Open Date</b>	<b>Application Closing Date</b>
2018-00673	GIS Summer Internship	Full-time	\$15.00/Hour	12/10/18	02/28/19

**Department:**

Public Works - Sanitary Sewer

**Position Description:**

The Department of Public Works designs, builds and maintains the City of Minneapolis infrastructure, which includes but is not limited to: street and bridges, public buildings, City fleet of vehicles, storm and sanitary sewer systems, drinking water treatment and distribution, parking ramps and surface lots, traffic signals, signage and striping, solid waste and recycling and more.

The internship opportunities are available in the Surface Water and Sewer Division of Public Works and is responsible for planning, designing, operating, and maintaining the sanitary sewer and drainage systems within the City of Minneapolis. They are currently seeking qualified candidates to fill the following internship positions:

- Surface Water & Sewer Planning & Design - 1 position
- Surface Water & Sewer GIS - 2 positions
- Water Resources Regulatory - 2 positions.

Under immediate supervision, they will assist civil engineers and senior engineering technicians with various data entry projects - inclusive of geographic mapping, reporting, modeling, and updating of infrastructure improvements in spatial map.

**RESUME AND COVER LETTER ARE REQUIRED. You may not be considered further if a resume and cover letter are not attached to application.**

**Duration:** 2019 construction season - May to August with possibility to extend through November and are willing to work with school schedules. 40 hours per week, Monday through Friday with work hours anytime between 7:00 a.m. and 5:00 p.m.

2018-00672	Public Works Undergrad Intern	Full-time	\$15.00/Hour	12/07/18	02/28/19
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**Department:**

Public Works

**Position Description:**

Under immediate supervision, assist civil engineers and senior engineering technicians with various Public Works projects.

The Department of Public Works designs, builds and maintains the City of Minneapolis' infrastructure, which includes but is not limited to: streets and bridges, public buildings, City fleet of vehicles, storm and sanitary sewer system, drinking water treatment and distribution, parking ramps and surface lots, traffic signals, signage and striping, solid waste and recycling and more.

**RESUME AND COVER LETTER ARE REQUIRED. You may not be considered further if a resume and cover letter are not attached to application.**

**Duration:** 2019 construction season - May to August with possibility to extend through November and are willing to work with school schedules. 40 hours per week, Monday through Friday 7:00 a.m. to 3:30 p.m.

2018-00648	Recycling Outreach Intern	32 hours per week	\$15.00/Hour	12/14/18	02/28/19
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**Department:**

Public Works - Solid Waste & Recycling

**Position Description:**

The Department of Public Works designs, builds and maintains the City of Minneapolis infrastructure, which includes but is not limited to: street and bridges, public buildings, City fleet of vehicles, storm and sanitary sewer systems, drinking water treatment and distribution, parking ramps and surface lots, traffic signals, signage and striping, solid waste and recycling and more.

**RESUME AND COVER LETTER ARE REQUIRED. You may not be considered further if a resume and cover letter are not attached to application.**

**Duration:** May to August 2019, 32 hours per week, 4 days a week, 8 hour shifts with potential evening and weekend events.

2018-00649	Transportation Engineering & Design Intern	Full-time	\$15.00/Hour	12/10/18	02/27/19
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**Department:**

Public Works - Trans Engineering & Design

**Position Description:**

The Department of Public Works designs, builds and maintains the City of Minneapolis infrastructure, which includes but is not limited to: street and bridges, public buildings, City fleet of vehicles, storm and sanitary sewer systems, drinking water treatment and distribution, parking ramps and surface lots, traffic signals, signage and striping, solid waste and recycling and more.

The Transportation Engineering & Design division of Public Works has eight (8) Construction Field Inspection Intern positions; four (4) Construction Field Inspection LAB Intern positions; five (5) Land Survey Intern positions; and one (1) Street Engineering & Design Intern position available.

**RESUME AND COVER LETTER ARE REQUIRED. You may not be considered further if a resume and cover letter are not attached to application.**

The duration of the internships are normally May to August 2019 with the possibility to extend through November.

The hours are Monday through Friday, 40 hours per week, the times may vary per position. The City is willing to accommodate school schedules.

2019-01000	Urban Scholar Internship	Full-time	\$15.00 - \$22.75 hourly	01/07/19	02/18/19
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**Department:**

Various City Departments

**Position Description:**

**Complete Application form on Neogov. Please review the [Application Guide](#) before applying, and follow all instructions.**

The City of Minneapolis, Minneapolis Parks and Recreation, the State of Minnesota, Fourth Judicial District, Minneapolis Public Housing Authority, and Metropolitan Airports Commission are seeking Urban Scholars for the summer of 2019.

Urban Scholars will provide support to assigned department for 32 hours per week as well as participate in the Urban Scholars Leadership Institute 8 hours per week.



**The following are required attachments. Your application will not be considered complete without attaching all three of the following:**

1. Resume (including education and relevant course work, skills, languages spoken, unpaid experience, volunteer experience, work history, and accomplishments; i.e. honors).
  2. Unofficial transcript labeled with your student information (i.e. name, major, etc.).
  3. Essay Questions: In a 1-2-page, 1.5 spaced essay, please describe how you have exhibited each of the below qualifications in your personal, academic, and/or professional journey. This is NOT a cover letter. Please answer each essay question in a separate paragraph. The completed essay must be uploaded under the attachment type "Other" in the online application.
- **Cultural Competency:** *The ability to understand, appreciate and interact with persons from cultures and/or belief systems other than one's own.*
  - **Altruism:** *Cares about other people and their needs without regard for their own needs and thinks about other groups who have a stake or interest in various projects, initiatives, or activities.*
  - **Teamwork/Collaboration:** *Takes a broad view of the team concept and considers values, opinions, and preferences of other group members in completing tasks and in decision making.*
  - **Resiliency/Adaptability:** *Shows resiliency in the face of obstacles, setbacks and other sources of stress; gets back up and moves forward. Adapts well to changing conditions and recognizes when changes in priorities, direction or the pace of activities appear necessary.*

**Law students, please attach a writing sample.**

**All non-law students,** please refrain from attaching any additional attachments such as work samples, letters of recommendation, or personal press. Screeners will not take these attachments into account in the selection process.