



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of April 21, 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

African American Community Specialist – Exam #21438 / Annual Salary \$49,257 - \$68,931

There is currently one exempt, full-time African American Community Specialist vacancy to be filled in the Neighborhood and Community Relations Department. Position requires a flexible work schedule to attend community meetings, etc.; some travel to other parts of the State and the City. **Primary Responsibilities:** The position will create access and equity to city services ensuring that barriers to participation are removed for under-represented communities including but not limited to race, language, disability, sexual orientation, cultural norms and practices. The position will lead the development and maintenance of trusted relationships with under-represented communities to engage them into the decision making processes for the development and implementation of programs and policies for the City of Minneapolis and neighborhood organizations.

Qualifications: **Required Education:** Bachelor's degree in African American Studies, Communications, Public Relations, Urban Studies, Public Administration or an equivalent. **Required Experience:** Three years of experience working with African American communities in an urban setting, including one (1) year of experience with policy or program development, project management or equivalent and one (1) year of experience working with community engagement work in under-represented communities for a local government. **Equivalency:** An equivalent combination of related education/experience within under-represented communities may be considered. **ALL applicants MUST complete and submit:** 1) **City of Minneapolis Online Application**, apply online at <http://www.minneapolismn.gov/jobs/index.htm>, 2) **Cover Letter and Resume** must be submitted prior to the job closing date, and 3) **Supplemental Questionnaire**. Supplemental questions are listed in the job posting for the position. Applicants are required to submit cover letter and resume, along with responses to the supplemental questions to Joel.lampe@minneapolismn.gov prior to the job closing date. **Applications accepted through Friday, April 25, 2014.**

Community Service Office (CSO)#21446 -- \$15.64 – \$19.12 Hourly

A Community Service Officer (CSO) works approximately 20-30 hours per week in the Minneapolis Police Department while enrolled as a student in an approved, two-year law enforcement program and/or working toward completion of MN Peace Officers Standards and Training (POST) licensing requirements, paid for by the Minneapolis Police Department. CSOs assist the police department and community by promoting intercommunication, understanding and cooperation between department personnel and the diverse communities of the City of Minneapolis. The CSO is a civilian position which has the possibility of promotion to a full time Police Officer position. **Qualifications:** Must be at least 18 years of age by January 1, 2015, have a high school diploma or equivalent by January 1, 2015, and have a valid Driver's License. To review a complete job announcement and to apply online, visit www.minneapolismn.us/jobs. **Applications accepted April 14-May 2, 2014.**

Director, Assessments – Appointed / Annual Salary \$100,890 - \$111,511

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. The City of Minneapolis is seeking candidates for a highly visible leadership position reporting to the City Assessor. As the Director of Assessments this individual will understand the overall mission of the organization and ensure that each division contributes to the success of the mission. This position involves motivating, training and creating a positive climate for change. The Director should embrace the assessment profession as a challenging and enjoyable career choice. **Qualifications:** **Education** - Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent. **Experience** - Six (6) years of municipal work experience in appraisal work for assessment purposes which have included supervisory and management experience. Certified Senior Accredited Minnesota Assessor (SAMA) is required. Please email cover letter, resume, scanned copy of required professional certifications by **April 25, 2014** to: joel.lampe@minneapolismn.gov

HR Generalist – Exam #21452/Annual Salary \$66,232 - \$84,492

The City of Minneapolis currently has one (1) exempt, full-time, permanent vacancy to be filled in the Human Resources Department. **Primary Responsibilities:** Functions as a strategic business partner and change agent in advising management in designated business units on aligning business objectives with employees and management goals. Serves as a consultant to management and seeks to develop integrated solutions on Human Resources related issues. **Qualifications:** A Bachelor's Degree in a business-related field (Human Resources emphasis is strongly preferred), and three (3) years of experience in the resolution of complex employee relations issues. Experience must include a working knowledge of multiple human resource disciplines, including: compensation, organizational diagnosis, employee and union relations, diversity, performance management, interpersonal communication, classification, conflict resolution, federal and state employment laws. **Equivalency:** An equivalent combination of education and highly related experience in a similar environment may be considered. **Applications accepted through May 2, 2014.** Applications are being accepted online only at www.minneapolismn.gov/jobs, and applicants must also provide a resume and cover letter.

Manager, Accounting – Exam #21336/ Annual Salary \$65,001- \$83,371

The City of Minneapolis currently has one (1) exempt, full-time, permanent vacancy to be filled in the Finance Department. **Primary Responsibilities:** Coordinate, supervise and manage the General Accounting and Managerial unit of the Accounting and Financial Reporting Section of the Controller's Division. Provide oversight and direction to staff overseeing the central accounting and reporting for the General Fund, Convention Center and other City departments along with the preparation of the annual financial report and coordination of the audit of the City and the accounting and reporting for its tax revenues and capital asset records. **Qualifications:** Experience: Three years of experience performing similar duties including at least 2 years of supervisory experience Education: Bachelor's Degree in Accounting, Finance and Business Administration, or a closely related field. License: Certified Public Accountant (CPA) preferred. **Applications accepted through April 25, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted until a sufficient candidate pool has been established, determined by HR.**

Police Equipment Specialist - Exam #21444 – Annual Salary \$49,257 - \$68,169

This position is with the Minneapolis Police Department and coordinates all MPD fleet activities, including fleet size and configuration, acquisition and disposal, fueling, licensing, decaling, radio and computer installations, etc. **Qualifications:** Associate Degree or Technical Diploma/Certificate or equivalent AND two (2) years of relevant work experience performing duties related to those on the full job announcement. An equivalent combination of related education/experience may be considered. Applicants are required to follow the application process outlined in the full job announcement. Resumes alone will not be accepted in place of an official application. Only online applications will be accepted. **Applications accepted Monday, April 21, 2014 through Wednesday, April 30, 2014.**

Police Officer - Lateral #21443 / \$54,504 to \$69,565 beginning Annual Salary – Plus Full Benefits Package

Starting salary will be determined by years of prior sworn service and size of department in which you last served. **Primary Responsibilities:** Police officers with law enforcement experience are encouraged to apply. A Minneapolis Police Officer interacts with citizens to identify and solve problems in their neighborhoods; keeps law and order; makes necessary arrests; keeps records and writes reports of all important incidents; responds to citizen calls for assistance during crisis situations; patrols a beat on foot or in a patrol car; checks property, suspicious persons and all others suspicious or dangerous conditions within the City of Minneapolis; investigates complaints and conducts preliminary investigations at the scene of crime, accident or other police matters; enforces traffic laws and responds to traffic accidents; testifies in court by presenting evidence and facts; works various shifts and weekends. **Qualifications: Licenses:** Must maintain a valid driver's license that is accepted by the State of Minnesota. Applicants must have taken and passed the MN Board of P.O.S.T. licensing exam by Friday, April 25, 2014. Must currently be a full-time active Police Officer. Must possess a minimum of three (3) years of full-time sworn experience. Must be United States Citizen. Must not have been convicted of a felony. To review a complete job announcement and to apply online visit www.minneapolismn.gov/jobs/. **Applications accepted April 7, 2014 – April 25, 2014.**

Program Assistant (Non-Supervisory) City Clerk's Office, Elections Division – Exam #21449 / Hourly Salary \$18.34 up to \$29.02

ALL applicants MUST submit a completed: 1) City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov/jobs, 2) Resume must be submitted prior to the job closing date to Joel.Lampe@minneapolismn.gov. *Applicants failing to follow the application process may not be considered. Resumes are not being accepted in place of an official City of Minneapolis application. **POSITION INFORMATION:** Under general supervision perform a variety of technical, clerical and administrative tasks for a Department/Division, relieving the Executive or professional staff of routine work not needing their personal attention, or in support of a specific division or program ensuring efficient operation. **Qualifications: Required Education:** Post High School education or equivalent. **Required Experience:** Three (3) years of experience working with elections-related activities, which has included experience as an Election Judge. **Equivalency:** An equivalent combination of education and experience may be considered. **Applications accepted through Monday, April 28, 2014.**

Security Engineer – Exam #21451 / Annual Salary \$71,522 up to \$97,296

ALL applicants MUST submit a completed: 1) City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov/jobs, 2) Resume must be submitted prior to the job closing date to Joel.Lampe@minneapolismn.gov. *Applicants failing to follow the application process may not be considered. Resumes are not being accepted in place of an official City of Minneapolis application. **POSITION INFORMATION:** There is currently one (1) exempt, full-time vacancy to be filled in the Information Security, Enterprise Applications Division of the IT Department. *Open to all candidates- internal/external applications may apply. **Primary Responsibilities:** Perform technical duties related to the City's Information Technology Security Program, including technical risk management, security strategy and infrastructure management, security evaluation and testing of IT products, and forensic investigations of IT incidents. **Qualifications: Required Education:** Bachelor's degree in an applied information technology discipline such as security engineering, network administration, or Windows administration or equivalent. **Required Experience:** Six (6) years of experience in working in a technical capacity in the IT department of a medium to large organization or equivalent, preferably experience in Windows administration, secure systems design and testing, computer forensic analysis. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Tuesday, April 29, 2014.**

Senior Applications 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.**

Senior Project Coordinator (CPED) – Exam #21408 / Annual Salary \$65,059 up to \$82,212

The City of Minneapolis seeks 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. **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. An equivalent combination of related education and experience may be considered. Applicants with Housing Finance Professional I certification from the National Development Council or comparable housing development certification are preferred. **To review a complete job announcement and to apply online visit www.minneapolismn.gov. Applications accepted through Friday April 25, 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 Water Treatment Plant/Exam #21414/Salary \$75,326.00 - \$82,311.00

The duty of this position is to insure the continuous, economical and efficient operation and maintenance of the water treatment plant facilities. Supervise and coordinate the work of plant operation and maintenance staff. **QUALIFICATIONS:** High School Diploma or equivalent and completion of 30 college semester hours or 136 continuing education units of post-secondary technical training in any of the following: Water Environmental Technologies, Mechanical systems/rotating machinery, Hydraulics, Industrial electrical systems, Industrial electro-mechanical control systems, Commercial Heating, Air Condition and Refrigeration, Plumbing, or equivalent. Six years' experience in water treatment plant(s) similar to the Minneapolis water treatment plants, or wastewater treatment plant(s) with heavy emphasis on plant maintenance, operations, and chemical treatment. Two years or more as a part of the management of a Class A or B Water Supply System or a Class A or B Wastewater Facility may be substituted for the post-secondary training requirements. Diploma, Associates Degree, or Bachelor's Degree preferred. **LICENSES/CERTIFICATIONS:** Minnesota Class 'B' Water Supply System Operator Certificate, Valid Driver's License at time of hire, Minnesota Boiler License: Special Engineer within 6 months of hire. HAZWOPER Operations Level Certification within 12 months of hire. Background check/drug & alcohol testing. **Applications accepted through May 28, 2014.**

CITY EMPLOYEES ONLY

311 Customer Service Agent II – Exam #21447/ Hourly \$20.31 up to \$28.02. Restricted to City Employees

Primary Responsibilities: The Customer Service Agent II will receive and process non-emergency calls and emails for government services, City services and 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. The hours of the Call Center are anticipated to be 6:55 a.m. to 7:00 p.m., Monday through Friday and 8:00a.m. to 4:30 p.m. on Saturday and Sunday. Call Center staff work in shifts. Weekend hours will be a requirement by time of hire. **Qualifications**
Education: High School diploma or equivalent. **Experience:** Two (2) years of experience related to the duties and responsibilities listed above. Two years' experience in heavy telephone contact environment is desirable. **Applications accepted through April 23, 2014.** To apply online and view a complete job announcement that includes all requirements and questionnaires go to www.minneapolismn.gov/jobs.

Customer Service Representative II – Exam #21448 / Hourly Salary \$18.20 up to \$25.37*Only City of Minneapolis employees may apply

ALL applicants MUST submit a completed: 1) City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov/jobs, 2) Resume must be submitted prior to the job closing date to Joel.Lampe@minneapolismn.gov, 3) Applicants failing to follow the application process may not be considered. Resumes are not being accepted in place of an official City of Minneapolis application, 4) Only City of Minneapolis employees may apply. **Primary Responsibilities:** Under general supervision the position is responsible for assisting in the resolution of the more complex problems associated with City billing, permits and/or business license processing, and performing customer intake and triage, research, and processing of customer refunds. **Requirements: Education:** High School Diploma or equivalent. **Experience:** Two (2) years of related experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, April 23, 2014.**

Fire Motor Operator #21435 Bi-weekly salary: \$2606 up to \$2872

This position performs work driving all fire department vehicles and attached apparatus and operates pumps and ladders.

Qualifications: Education- Required coursework in Apparatus Driver/Operators or equivalent. **Experience** Must be a sworn member of the Fire Department with at least four (4) years with the Fire Department. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Open March 31, 2014 through April 25, 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.