
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, August 13, 2018

Current External Job Opening

Job #	Job Title	Job Type	Salary	Application Open Date	Application Closing Date
2018-00470	Accounting Technician - Accounts Payable/Central Requisitions and Receiving	Full-time	\$21.85 - \$29.24 hourly	08/06/18	08/17/18

Department:

Finance & Property Services

Position Description:

There is currently one (1) full-time non-exempt position vacancy to be filled in the Finance and Property Services Department.

This position will provide technical support to professional accounting staff, and other professional City staff by performing accounting, budget, procurement, project costing and other related financial work

2018-00453	Automotive/Truck/Equipment Mechanic	Full-time	\$26.92 - \$28.08 hourly	08/08/18	08/28/18
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Department:

Public Works - Fleet Services

Position Description:

Perform mechanical repairs/preventive maintenance on City and Park Board fleets of vehicles involving work with drivetrains, suspension and steering systems, complex electrical systems, emission systems, hydraulic systems, fuel systems, anti-lock brake systems, etc.

Starting wage is dependent on ASE Certification (where applicable). See [salary schedule](#) for more information.

2018-00467	Communications & Outreach Branch Director	Full-time	\$70,909.00 - \$96,941.00 annually	08/06/18	08/26/18
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Department:

Emergency Management

Position Description:

The Communications and Outreach Branch Director (also known as an Emergency Management Operations Administrator), under the direction of the Operations Section Chief, will lead the Office of Emergency Management's (OEM) public information, public education, and public engagement efforts. The Director will serve as OEM's point of contact for public and media information, including social media. The incumbent will coordinate with the City's Communications Department in enterprise-wide crisis communications and will manage OEM's warning and notifications systems. In doing so, the Director will support OEM's efforts to lead all city-wide preparation for and execution of emergency management operations and/or continuity of operations activities, including those for planned events.

The Communications & Outreach Branch Director (COBD) generally works normal business hours in an office environment, as assigned. However, the incumbent may be assigned flexible work hours that include nights/weekends to meet with neighborhood associations and other organizations.

This position is grant-funded with funding secured through June 2020; renewal will be sought.

Starting Salary: \$70,090 - \$78,615.

2018-00491	Family Support Specialist II	Full-time	\$55,026.00 - \$76,154.00 annually	08/13/18	08/29/18
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Department:

Community Planning & Economic Development

Position Description:

Step Up prepares today's youth for tomorrow's careers by recruiting, training and placing more than 1,500 young people (ages 14-21) in paid internships each year with over 200 regional employers [from Fortune 500 companies and small businesses, to public agencies and nonprofits]. As one of the nation's leading youth employment programs, Step Up leverages a collective of more than 200 partners spanning 15 industries and multiple sectors.

Step Up supports historically underrepresented youth in Minneapolis who are ready to navigate the professional world. The program helps organizations diversify their workforce and build a base of young, skilled workers for the entire region. Step Up has provided over 26,000 internships since 2003, yielding a competitive talent pipeline, a stronger economy and millions of dollars in wages for Step Up interns.

As part of the STEP-UP team, this administrative position is responsible for coordination with key partners, program alignment and quality, planning and evaluation of programs, selected grant and contract development, and advocacy regarding employment and training related issues in appropriate forums.

2018-00480	Inspector Housing I	Full-time	\$22.00 - \$31.76 hourly	08/08/18	08/29/18
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Department:

Regulatory Services

Position Description:

Perform inspections and investigate complaints to enforce the Housing Maintenance Code, Zoning and Nuisance Ordinances applicable to facilities, maintenance, occupancy and environment of existing dwellings, non-dwellings structures, living areas and vacant land.

2018-00465	Manager Accounts Receivable	Full-time	\$71,086.00 - \$91,176.00 annually	08/06/18	08/24/18
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Department:

Finance & Property Services

Position Description:

There is currently one (1) exempt, full-time vacancy to be filled in the Revenue and Collections Division of the Finance Department. Position is located in the Public Service Center at 250 Fourth Street South in Minneapolis. Incumbent will oversee the daily operations of collecting and managing receivables generated by various City departments. Generally, work hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Primary Responsibilities:

Coordinate, supervise and/or manage the City-wide accounts receivable function and collection processes.

2018-00436	Operating Maintenance Engineer III	Full-time	\$33.36 - \$33.36 hourly	07/30/18	08/13/18
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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

2018-00101	Public Works Financial Analyst	Full-time	\$62,587.00 - \$86,452.00 annually	08/13/18	09/04/18
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Department:

Public Works - Water Treatment & Distribution

Position Description:

The Public Works Financial Analyst provides financial, operational, and business data analysis and project/program management support to the assigned Public Works division, Water Treatment and Distribution Services.

2018-00485	Real Estate Coordinator	Full-time	\$67,238.00 - \$92,259.00 annually	08/10/18	08/24/18
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Department:

Community Planning & Economic Development

Position Description:

This position will perform administrative and technical work in planning and coordinating technical and legal processing of land acquisition and disposition and serve as a resource to other Community Planning and Economic Department (CPED) Divisions in the buying and selling of residential and commercial properties.

2018-00472	Stockworker	Full-time	\$18.79 - \$25.51 hourly	08/10/18	08/23/18
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Department:

Finance & Property Services

Position Description:

Assist with the ordering, receipt, storage and distribution of supplies, materials and equipment, including the maintenance of related records.

Promotional Only Opportunities

Job #	Job Title	Job Type	Salary	Application Open Date	Application Closing Date
2018-00466	Associate Contract Administrator	Full-time	\$55,607.00 - \$76,886.00 annually	08/03/18	08/17/18

Department:

Finance & Property Services

Position Description:

This exam is restricted to current employees of the Finance and Property Services Department.

There is currently one exempt, full-time Associate Contract Administrator vacancy to be filled in the Procurement Division of the Finance and Property Services Department. This position will perform contract processing and administration duties for smaller and less complex contracts, pricing contracts, negotiated services or assist with larger more complicated projects.

2018-00483	Business Training Coordinator (B-TAP Program)	Full-time	\$62,729.00 - \$86,354.00 annually	08/08/18	08/17/18
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Department:

Community Planning & Economic Development

Position Description:

Restricted to current employees of Community Planning & Economic Development (CPED)

This position will coordinate the development and implementation of trainings for Minneapolis entrepreneurs and small business as part of the City of Minneapolis' Business Technical Assistance Program ([B-TAP](#)). This position will also identify and engage with participating entrepreneurs and match them with appropriate City and other resources that can assist their businesses.

2018-00474	Human Resources Associate Trainee	Full-time	\$18.39 - \$19.75 hourly	08/06/18	08/17/18
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Department:

Human Resources

Position Description:

Serve as the first point of contact for the Human Resources (HR) Department while performing a variety of administrative, and clerical tasks to support department operations while providing support to executive, managerial or professional staff of routine work not needing their personal attention, or in support of a specific division or program to ensure efficient operation and timely customer service.

2018-00123	Senior Inspector - Building Trades	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.

**Intern
Opportunities**

Job #	Job Title	Job Type	Salary	Application Open Date	Application Closing Date
2018-00486	Law Clerk - Civil Division	Intermittent	\$21.00 - \$24.00 hourly	08/10/18	Continuous

Department:

Attorney

Position Description:

The Civil Division advises and represents the City on a wide variety of legal matters including constitutional claims, torts, labor and employment, and governmental authority. The Civil Division performs virtually all legal work and litigation for the City and represents the City in federal and state courts and before various administrative agencies and boards. It is staffed by 28 attorneys, four paralegals, and an investigator.

Civil Division litigation attorneys represent the City in numerous cases each year. These cases involve: governmental authority and constitutional issues; zoning and licensing matters; police use of force cases; and personnel and employment related matters. Civil Division attorneys handle litigation cases from commencement of the suit through any appeals. The majority of the cases are in federal court with typically at least four jury trials per year.

The client services attorneys are involved in a broad variety of subjects and activities that include zoning and planning advice, development and real estate agreements, all elections advice, ordinance drafting, and regulatory, environmental and constitutional issues, among others.

Work Schedule: Business hours, Monday through Friday, dependent on class schedule. Applicants are asked to commit to at least 10 hours of work each week.

All applicants **MUST** submit:

- City of Minneapolis online application through TeamMinneapolis
- Resume
- Cover Letter
- Unofficial Transcript
- Writing sample listed under "Required Qualifications"
- All screening questions listed in the online application must be answered

2018-00456	Law Clerk Criminal Division	Intermittent	\$21.00 - \$24.00 hourly	08/01/18	Continuous
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Department:

Attorney

Position Description:

The Criminal Division of the City Attorney's Office prosecutes all adult gross misdemeanor, misdemeanor and petty misdemeanor offenses in the City of Minneapolis. Prosecution is a mandated function. The criminal prosecution function is divided into four teams: domestic violence, chronic offender prosecutions, and two trial teams that prosecute all other cases.

Under the supervision of an attorney, the City Attorney's Office's Criminal Division Law Clerks will represent the City in the misdemeanor courtrooms, performing such duties as presenting plea negotiations to the court, making bail arguments, communicating offers to pro se parties, conducting court trials on traffic matters, and processing files for future court appearances.

The clerk may also draft criminal complaints and memoranda, and perform legal research on criminal law and/or procedure. The position is courtroom-focused and requires availability to cover morning and/or afternoon court calendars and court appearances in Hennepin County District Court.

Work Schedule: Business hours, Monday through Friday, dependent on class schedule.

All applicants **MUST** submit:

- City of Minneapolis online application through TeamMinneapolis
- Resume
- Cover letter
- Unofficial transcript
- Writing sample listed under "Required Qualifications"
- All screening questions listed in the online application must be answered

Applications for this position will be accepted until the position is filled.