



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 Tuesday, December 27, 2016

Job # Job Title Job Type Salary Issue Date Filing Date Job # Job Title Job Type Salary Issue Date Filing Date Job # Job Title Job Type Salary Issue Date Filing Date

2016-00504	Associate Transportation Planner	Full-time	\$51,545.00 - \$71,337.00 annually	12/27/16	01/20/17
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Department:
 Public Works - Transportation Planning & Programming

Position Description:
 The City of Minneapolis is seeking a motivated early career planner to join the Transportation Planning and Programming Division of Public Works to assist in all aspects of transportation planning related to citywide and regional transportation projects. The ideal candidate will have a strong understanding of multimodal transportation planning and have the flexibility to support a wide range of planning activities, including development, analysis, review, and implementation of transportation projects, plans, programs and systems.

Anticipated starting salary - \$51,545 to \$54,371 annually

The eligible list created from this exam may be used to fill other Associate Transportation Planner positions as they become available.

2016-00505	Cedar Riverside Opportunity Center Manager	Full-time	\$59,804.00 - \$82,608.00 annually	12/19/16	01/08/17
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Department:
 Community Planning & Economic Development

Position Description:
 The City of Minneapolis Employment and Training Division is seeking a collaborative, innovative individual to support the City's goal of better connecting community members with services leading to employment and prosperity. This position will play a leading role in coordinating services in the Cedar Riverside neighborhood through community engagement and collaboration. The person hired will work directly in the community and facilitate relationships between the employers, educators and training providers.

2016-00473	Engineer	Full-time	\$60,795.00 - \$73,967.00 annually	12/21/16	01/22/17
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Department:
 Public Works - Trans Engineering & Design

Position Description:
 To perform a variety of technical engineering work in the preparation of plans and specifications for engineering projects, project management, consultation, and assistance for engineering construction projects and the maintenance of facilities.

2016-00442	Engineering Technician III	Full-time	\$22.24 - \$31.38 hourly	12/19/16	01/06/17
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Department:
 Public Works

Position Description:
The City of Minneapolis Public Works Department currently has five openings for an Engineering Technician III. Those divisions are:

Traffic and Parking Services Division (1 position): Perform civil engineering work, and related duties in the traffic and parking services division. Responsibilities will include tasks related to the operation, design, construction and maintenance of the City's transportation system. Duties will include but not be limited to traffic studies, project design, inspections, reviewing site plans, and maintaining customer service relationships.

Transportation Engineering & Design Division (3 positions): Perform specialized high level technical support and design work,

act as a liaison with other parties for the Professional Engineer in the field, and act as Chief Field Inspector on a wide range of public infrastructure projects.

Surface Water & Sewer Division (1 position): Perform specialized high level technical support and design work in construction and maintenance activities and act as a liaison with other parties for the Professional Engineer in the field.

2016-00519	Enterprise Procurement Specialist	Full-time	\$69,212.00 - \$88,294.00 annually	12/23/16	01/06/17
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Department:

Finance & Property Services

Position Description:

Position Information: There is currently one exempt, full-time Enterprise Procurement Specialist position to be filled in the Finance and Property Services Department.

Primary Responsibilities: Responsible for the continuous growth, utilization, and improvements of the P-Card program and for monitoring and ensuring that related policies and procedures are followed to comply with City, State and Federal regulations. Responsible for identifying and creating process improvements, including the implementation of new software and upgrades of existing systems.

Salary Range: \$69,212 - \$88,294 annually

2016-00484	HRIS Workforce Data Analyst	Full-time	\$69,212.00 - \$88,294.00 annually	12/02/16	12/27/16
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Department:

Human Resources

Position Description:

The HRIS workforce data analyst plans, manages, and executes research, analysis, reporting of workforce demographics, trends, metrics and related policies and provides systems support in order to inform City of Minneapolis Enterprise leadership, state and federal agencies, and policymakers on data which impact the city's ability to plan, recruit, develop, deploy, and retain a skilled workforce. Incumbent will have access to, and be exposed to, bargaining-related material and discussions without censure.

2016-00496	IT Service Desk Agent II	Full-time	\$21.13 - \$29.16 hourly	12/20/16	01/02/17
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Department:

Information Technology

Position Description:

There are currently three (3) full-time vacancies in the Information Technology (IT) department for Service Desk Agent II. The positions are 4 days per week, 10-hour **first**, **second** and **third** shifts that require approximately one weekend shift per month. The City of Minneapolis IT department is a 24/7 operation.

Serves as the IT department central point of contact in a help desk environment to provide triage and level 1 and 2 technical support, analysis, troubleshooting and escalations related to computer systems, hardware, or software.

2016-00499	Manager, Buying Services	Full-time	\$74,957.00 - \$96,412.00 annually	12/13/16	01/03/17
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Department:

Finance & Property Services

Position Description:

There is currently one (1) full-time exempt vacancy in the Finance & Property Services Department. Oversee the buying function of the City ensuring the alignment of resources, including the registration of vendors to the Target Market Program (TMP) by monitoring the eligibility and certification requirements

Salary Range: \$74,957 - \$96,412 annually

2016-00502	Nurse Practitioner / Physician Assistant	Full-time	\$87,525.00 - \$95,131.00 annually	12/15/16	12/28/16
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Department:

Health

Position Description:

The purpose of this Nurse Practitioner/Physician Assistant (NP/PA) provider position is to provide clinical services and overall management of clinic operations at individual clinic sites for the School Based Clinic (SBC) Program. The focus is on providing medical care to adolescents seen in the School Based Clinic.

This position reports to the Manager of School Health Services for the School Based Clinic program, with medical supervision provided by the program's Medical Director.

There is one exempt vacancy in the Minneapolis Health Department which may be filled as part-time at 32 hours per week or as fulltime at 40 hours per week depending on qualifications.

- Annual Salary Range for 1.0 FTE (40 hrs per week): \$87,525.00 - \$95,131.00
- Hourly Salary Range for .8 FTE (32 hrs per week): \$42.08 - \$45.74

2016-00515	Operating Maintenance Engineer	Full-time	\$27.32 - \$27.32 hourly	12/23/16	01/13/17
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Department:

Convention Center

Position Description:

The Operating Maintenance Engineer is responsible for the operation, maintenance and performance of technical work on physical plant facilities, including electro magnetic 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.

POSITION INFORMATION:

There is currently one (1) full-time vacancy to be filled in the Facilities Operations Department at the Minneapolis Convention Center.

Schedule may include days, evenings, holidays and weekends as needed. Schedule flexibility is required.

Currently, there are four (4) shifts:

1st Shift, 6:30 a.m. – 3:00 p.m.

2nd Shift, 2:30 p.m. – 11:00 p.m.

3rd Shift, 10:30 p.m. – 6:30 a.m.

4th Shift, Tues. -- Sat. 10:30 p.m. -- 6:30 a.m. with a paid lunch break.

(The schedule for this specific vacancy will be determined at the time of hire).

Salary Range: \$27.32 hourly

2016-00419	Police Officer (Recruit)	Full-time	\$26.97 - \$34.42 hourly	12/19/16	01/13/17
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Department:

Police

Position Description:

This is a full time position for a patrol officer. The police profession is a challenging and rewarding one. Police professionalism is based on community service and dedication to fair and honest enforcement of the laws. This specialized work, with and for the people of Minneapolis, comprises an extraordinary range of opportunities and responsibilities. Will work various shifts and weekends, including holidays.

- Candidates with no prior experience will start at the beginning Recruit salary.
- Candidates with prior law enforcement experience are encouraged to apply and may be eligible to start higher in the salary range.

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 Entrance Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- Recruit Academy

Date:

Thursday, December 15, 2016 at 6pm

Thursday, January 12, 2017 at 6pm

Location:

Emergency Operation Training Facility (EOTF)

ELIGIBLE LIST WILL EXPIRE NINE MONTHS FROM THE DATE OF CERTIFICATION.

2016-00430	Program Assistant	Full-time	\$21.72 - \$30.32 hourly	12/13/16	01/06/17
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Department:

Various City Departments

Position Description:

At this time, there are two positions open. One is located in the Public Works Department in the Transportation Planning & Programming Division and the other is located in the Finance Department.

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

The eligible list created from this exam may be used to fill Program Assistant positions as they become available in other departments within the City.

2016-00338	Shop Repair Worker I	Full-time	\$24.56 - \$25.58 hourly	12/19/16	01/08/17
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Department:

Public Works - Transportation Maint & Repair

Position Description:

Perform repair and maintenance of small engines, drive trains, hydraulic, pneumatic equipment, lift stations, pumps, and power spraying equipment and other machinery and tools and to fabricate small metal tools and attachments.

Promotional Opportunities

2016-00203	Senior Inspector Building Trades - AMENDED	Full-time	\$37.83 - \$40.16 hourly	07/28/16	12/27/16
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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.

***Employees in Senior Building Inspector - Plumbing and Senior Building Inspector - Pipe Trades are members of Plumbers Local #15 or Pipefitters Local #539 and receive a supplemental pension contribution to the Twin Cities Pipe Trades Pension Trust in the amount of \$2.33 for each straight-time hour paid, to a maximum of 2080 hours per year. The supplemental pension fund contribution is in addition to the hourly wage shown above.**

AMENDED - THIS POSITION WILL CLOSE ON DECEMBER 27, 2016

Transfer Opportunities

2016-00600	Returning Urban Scholar Internship	Full-time	\$15.25 - \$21.75 hourly	12/26/16	01/06/17
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Department:

Various City Departments

Position Description:

If you have not completed the first year of the Urban Scholars program please return to our web page between January 9, 2017 and February 17, 2017 for the regular Urban Scholars application.

Please review the [Application Guide](#) before applying and follow all instructions.

The City of Minneapolis, Hennepin County*, the State of Minnesota, Minneapolis Parks and Recreation, Greater Twin Cities United

Way, and the Minneapolis Public Schools are seeking returning Urban Scholars for the summer of 2017.

Returning 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. Please note that this job posting is only for those individuals have completed the first year of the Urban Scholars program.

*You must be enrolled at the University of Minnesota to be eligible for Hennepin County positions.

You will be asked to submit an essay response within NEOGOV answering the following question:

In as much detail as possible, please describe the kind of position you are looking for this summer. Please remember to include any specific technical skills you hope to gain and area of work you hope to specialize in. (i.e I am really interested in racial equity because of what I have seen in my own community. I have skills in Microsoft Excel, project management, and public speaking that I would like to further develop this summer.)

The following are required attachments. You will not be able to submit your application without attaching them.

- Resume including education and relevant course work, skills, languages spoken, relevant work experience (volunteer, paid and unpaid work experience), and accomplishments [i.e. honors, awards, etc.]
- Unofficial transcript labeled with your student information (i.e. name, major, etc.)