



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN

Week of May 11, 2015

**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](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> 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

#### **Assessor I – Exam #2015-00117 / Hourly Salary \$25.62 - \$33.38**

There are two (2) full-time, non-exempt vacancies to be filled in the Assessor's Department to perform specialized and technical field and office work in the assessment of real estate properties. **REQUIRED QUALIFICATIONS: Education & Experience:** Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent and one year full-time real estate appraisal experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Licensure and Certification:** Valid Driver's License and a reliable car to use while performing assessment duties. Must have or be able to obtain certification as a "Certified Minnesota Assessor" within twenty-four months of hire. Must have or be able to obtain certification as an "Accredited Minnesota Assessor" within four years of having become licensed as a certified Minnesota assessor. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Monday, May 18, 2015.**

#### **Assistant Building Official–2015-00126/Salary \$85,409 - \$105,772**

Assist the Building Official with the work of the unit by directing and coordinating activities to improve citywide construction code services with departments and agencies and re-engineering the overall process to improve efficiency and consistency. **Qualifications:** Bachelor's Degree in Engineering, Architecture, Business Management or equivalent. Seven years of experience in construction code enforcement or building design and/or construction which have included a minimum of three years of progressively responsible management experience with a multi-discipline background in building, zoning or housing inspections or building plans review. **Licenses/Certifications:** State of Minnesota Building Official Certification, International Code Council Certification for Building Inspector or Plan Reviewer, Valid Driver's License. **Applications accepted through May 15, 2015.**

#### **Associate Transportation Planner – 2015-00081 / Salary \$49,350 - \$68,299 Annually**

Perform Professional bicycle, pedestrian, and transportation planning work requiring analytical and communication skills, in planning processes of moderate difficulty involving community, strategic, and systemic transportation issues, and serve as resource to interested parties for a variety of bicycle, pedestrian, and transportation. **Qualifications: Education:** Bachelor's Degree in City, Regional, or Community Planning, Traffic Planning or Engineering, or a closely related field, or equivalent; **Experience:** Two years of related experience; **EQUIVALENCY:** An equivalent combination of education and experience may be considered. For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through May 20, 2015.**

#### **Engineer – 2015-00093/Salary \$ 49,887 - \$66,635 Annually**

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. **Qualifications:** Education – Bachelor's Degree in Civil Engineering; Work Experience – This is an entry level position, years of experience performing engineering work is a plus, but not required. Background check and Drug and Alcohol testing. For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through May 15, 2015.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Engineering Tech III – 2015-00104 / \$21.80 - \$30.77 Hourly**

To 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.

**Qualifications: Education:** Eighteen months of post High School training in Civil Engineering Technology or equivalent training in Civil Engineering Survey work. **Experience:** Three years of related experience performing civil engineering and related technical work.

**Licenses:** Valid Driver's License. For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs).

**Applications accepted through May 15, 2015.**

**Program Aide II, Solid Waste & Recycling – 2015-00127 / Salary \$19.77 - \$26.84 Hourly**

Assist with the planning, development, implementation and supervision of task assignments for staff of various departmental programs and special community improvement programs. **Qualifications: Education:** High School Diploma or an equivalent.

**Experience:** Two years experience performing duties similar to those described above. For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through May 22, 2015.**

**Nurse Practitioner / Physician's Assistant – Exam #2015-00099 / Annual Salary \$85,599 - \$93,038**

This position provides both clinical services and overall management of clinic operations at individual clinic sites for the School Based Clinic (SBC) Programs. Focus is on primary medical care to adolescents seen in the school based clinics, including examining, diagnosing, and treating health problems. The Nurse Practitioner/Physician Assistant functions as a mid-level provider within the scope of the MN Nursing Practice Act and MN Board of Nursing regulations or medical practice Board and physician delegation agreement. 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. And supervises a staff of 1 or more that may include an RN and/or Medical Assistant depending on the site.

**REQUIRED QUALIFICATIONS: Education:** Master's Degree from Nurse Practitioner or Physician's Assistant program, Public Health, Nursing or in a related field. **Experience:** 5 years of experience as a direct health care provider, some of which should be in the area of adolescent health, maternal or reproductive health or pediatrics AND one or more years of experience under minimal supervision as a Nurse Practitioner or Physician's Assistant. Supervisory experience is desirable. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Wednesday, May 13, 2015.**

**Public Health Mental Health Counselor I – Exam #2015-00105 / Annual Salary \$50,340 - \$69,669**

The Public Health Mental Health Counselor I will provide mental health services to high school youth in the School Based Clinic (SBC), as well as coordinated care activities for those youth. Under the direction of a licensed mental health professional, this position assesses psychosocial needs of selected clients requesting sports physicals or reproductive health services, and clients referred by clinic staff, school staff, etc. Assesses client emergency situations for suicide and/or for violence to self or others and provides diagnostic assessment, treatment planning and therapy. This position includes participating as a member of an interdisciplinary health care team and reports to the Public Health Mental Health Counselor III. **REQUIRED QUALIFICATIONS: Education:** Master's Degree in Psychology, Counseling, Marriage & Family Therapy, Clinical Social Work or a related field from an accredited college or university. Applicants must obtain their Master's degree by June 30th, 2015. **Experience:** Six months of clinical experience. Experience with diverse populations of adolescents is desirable. Bilingual in Spanish, Hmong or Somali also desirable. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Friday, May 15, 2015.**

**Senior Financial Analyst – Exam #2015-00110 / Annual Salary \$56,024 - \$77,387**

There is currently one (1) full-time position available in the Finance & Property Services Department. Perform complex administrative, and analytical work in conducting financial studies and making long-term and short-term financial projections, conducting research projects, and managing financial software. **REQUIRED QUALIFICATIONS: Education:** Bachelor's Degree in Business, Accounting, Economics, or a closely related field or equivalent. **Experience:** Three years experience in Accounting, Finance, Banking, Economics, Public Policy or Investments. **Equivalency:** An equivalent combination of related education/experience may be considered. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Wednesday, May 13, 2015.**

**Supervisor Equipment – 2015-00071 /Salary \$81,253 - \$88,788 Annually**

Provide direction and coordination of activities in order to ensure public safety and accessibility of necessary equipment for all the needs of various Public Works divisions and all departments served. **Qualifications: Education:** Associate's degree or 60 semester credits of college level course work in Automotive Technology, Truck and Heavy Equipment Repair. **Experience:** Five years of experience supervising employees, and experience performing journeymen level mechanical work in construction equipment or motor vehicle repair, including at least three years working with an equipment management system. **License/Certifications:** Valid A or B Commercial Driver's License with no air brake restrictions and Certified Automotive Fleet Manager (CAFM) or Certified Automotive fleet specialist (CAFS) or Certified Equipment Manager (CEM) or Certified Public Fleet Professional (CPFP). For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through May 22, 2015.**

**Supervisor Water Plant Electrical and Control Systems – 2015-00115 /Salary \$86,777 - \$91,936 Annually**

Supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services. **Qualifications:** **Education:** Completion of Trades School or equivalent and master electrician licensure. **Experience:** At least six (6) years of experience working as an electrician. At least two (2) years of experience supervising multi-person crews performing electrical work. At least six (6) months of direct experience working with 13.8 kV electrical service. Familiarity with Allen-Bradley programmable logic controllers (PLCs), and Ethernet, Devicenet, and Controlnet networks. **Licenses/Certifications:** Valid Driver's License. For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through June 22, 2015.**

**Transportation Planner – 2015-00091 /Salary \$64,871 - \$88,686 Annually**

Assist in all aspects of transportation planning related to regional and citywide transportation projects and initiatives, including development, analysis, review, and implementation of transportation plans, programs and systems. This position reports to the Principal Professional Engineer – Transportation Planning and Engineering Division. **Qualifications:** **Education:** Bachelor's Degree in Planning, Engineering, Urban Design, a related field or equivalent. Master's Degree preferred. **Experience:** Five (5) years of experience, which have included Transportation Planning, Urban Planning and Design, land use planning, project and contract management, transportation demand and patronage. **Licenses/Certifications:** Possess, and continue to maintain, a valid driver's license by date of hire. Professional Transportation Planner (PTP) or American Institute of Certified Planner (AICP) with Transportation Focus preferred. For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through May 20, 2015.**

**Water Resources Regulatory Coordinator – 2015-00130 /Salary \$70,411 - \$89,260 Annually**

Responsible for providing additional coordination of efforts to comply with Federal, State, and Local regulations for storm water management and surface water management under the direction of the Water Resources Regulatory Administrator. The position will also work cooperatively with overall planning and programming for City surface water, storm water and sanitary sewer systems. **Qualifications:** **Education:** Bachelor's degree in Earth Science, Biological Science, Civil Engineering, Environmental Engineering, Environmental Studies, Urban Planning, Landscape Architecture or a related field. A Master's degree is desirable. **Experience:** Five (5) years of experience which includes progressively responsible supervisory experience, and experience in water quality regulatory processes, permits, and stormwater treatment practices. **Equivalency:** An equivalent combination of education/training and work experience may be considered. **License/Certificates:** This position requires a valid Minnesota Driver's License. For more information and to apply, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through June 2, 2015.**

## CITY EMPLOYEES ONLY

**Associate Buyer – Exam #2015-00124 / Hourly Salary \$21.33 - \$30.24**

**This opening is restricted to current City of Minneapolis employees.** Responsible for purchasing services for the Procurement Division of the Finance & Property Services Department, including assisting with bids and specifications, administering contracts, and serving as a liaison with City Departments and related Boards. **REQUIRED QUALIFICATIONS:** **Education:** Bachelor's Degree in Business Administration, Public Administration or related field or equivalent. **Experience:** Two years of progressive experience in purchasing. **Equivalency:** An equivalent amount of experience, education and training may be considered. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Friday, May 15, 2015.**

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.

**The City of Minneapolis is an Equal Opportunity Employer**