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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, August 10, 2015*

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### Open Job Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00275	Assistant City Attorney I	Full-time	\$73,213.00 - \$95,940.00 annually	08/03/15	08/21/15

**Department:**  
ATTORNEY

**Position Description:**

Under general supervision of the Litigation Manager, the Assistant City Attorney I assigned to the Litigation Team performs professional legal work of ordinary difficulty and complexity involving civil litigation and related matters. Represents the City of Minneapolis, and its various departments, boards, and commissions, in civil litigation and related matters, including advice concerning investigation and development of cases, broad policy level guidance, and representation.

**Required Qualifications:**

**Required Education:** Jurist Doctorate Degree from an accredited Law school

**Required Experience:** The following experience is desired.

- Jury trial experience.
- Federal court experience
- Federal court litigation experience.
- State court litigation experience.
- Excellent writing skills.
- Contributor to, or editor of, a law review or law journal.
- Experience in the use of online law resources such as Westlaw.
- Experience in representing a public entity as a lawyer or student attorney.
- Experience as a lawyer in private law firms or as internal legal counsel in a corporation or non-profit organization.
- Experience in a judicial clerkship

**Licenses/Certificates:** Licensed to practice Law in the State of Minnesota and in Federal Courts.

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2015-00267	Associate Contract Administrator	Full- \$51,991.00 - \$71,887.00 annually time	08/10/1508/21/15
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**Department:**

Finance & Property Services

**Position Description:**

Perform contract administration duties for smaller and less complex contracts, requests for proposals (RFP), and negotiated services or assist with larger more complicated projects. Assist in the coordination and management of service contracts and related projects to ensure that the City receives all items mentioned in contracts and that terms are met. Initial review of incoming contracts for all necessary documentation. Perform financial system related tasks associated with contract administration.

**Required Qualifications:**

**Education:**

Bachelor's Degree in Business, which includes considerable coursework in business law and contracting, accounting, and finance related courses.

**Experience:**

Three years of experience performing similar duties.

2015-00281	Business Applications Analyst II	Full- \$51,448.00 - \$71,202.00 annually time	08/10/1508/24/15
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**Department:**

ASSESSOR

**Position Description:**

Function as bridge between department and technology by providing customer service in developing and implementing procedures to sustain system and data integrity, handling systems problems and training staff in systems processes and procedures. Develop ad hoc reports using appropriate software to extract data from various systems and load it into Excel or Access for presentation. Provide data and analysis recommendations and results in response to department business needs. Perform system and security setup. Identify software problems and troubleshoot them by testing and user communication.

**Required Qualifications:**

**Education:**

Bachelor's Degree in Business Administration, Public Administration or equivalent.

**Experience:**

Three years' experience performing related duties.

2015-00187	GIS Specialist II - C	Full- \$27.66 - \$38.06 hourly time	07/16/1508/13/15
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**Department:**

PW - WATER TREATMENT & DISTR.

**Position Description:**

Support the Water Division in the utilization of the City's Geographic Information Systems (GIS) and serve as the departmental liaison as it relates to the management of the Water geodatabase. Perform Quality Assurance and Quality Control of the Water Geometric Network using ArcGIS extensions and geo-processing tools. Perform editing of the Water Geometric Network in ArcSDE using water documents of record and engineering drawings. Perform data transfer between the Water geodatabase and other programs as well as field collection devices. Manage schema changes of the Water Geometric Network.

**Required Qualifications:**

**Minimum Qualifications:** Bachelor's Degree in Landscape Architecture, Computer Science, Cartography, Geography, a closely related field or the equivalent

**Minimum Experience:** Four (4) years of progressively responsible experience in applying GIS technology to support decision making and formulation of public policy, which includes experience applying GIS to business solutions.

2015-00085	Operating Maintenance Engineer	Full-time	\$26.68 - \$26.68 hourly	05/15/1508/14/15
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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. May perform brazing, soldering, gas and/or arc welding cutting, swaging, and flaring; may change, modify or replace pumps, motors, valves, dampers, pipes, condensers, heat exchangers, etc. May change, modify, or replace pumps, motors, valves, dampers, pipes, condensers, heat exchangers, and make proper alignment adjustments.

**Required Qualifications:**

**Experience:**

Two (2) years of experience as a maintenance engineer or equivalent with experience working on 100 ton or larger air conditioning systems and, a basic plumbing, heating and building maintenance background.

**Education:**

High School Diploma or equivalent. A two (2) year technical/vocational school certificate/degree with emphasis on maintenance or building trades and/or systems is preferred.

**License:**

Must have and maintain a current Class 2-C or higher MN Boiler Engineer License

2015-00087	Police Cadet	Full- \$20.02 - \$20.02 hourly time	08/03/1508/21/15
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**Department:**

Police Department

**Position Description:**

Attends and successfully completes a program in law enforcement with a department authorized institution for the purpose of meeting the academic and technical skills requirements of the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board. Cadets hired will be promoted to Police Officer upon successful completion of the P.O.S.T. Board academic and skills requirements when a recruit academy class is scheduled. Cadets hired must commit to two years of employment with the Minneapolis Police Department following their promotion to Minneapolis Police Officer or pay back, on a pro-rated basis, the costs of the tuition paid by the department for the academic training and/or the skills course.

**Required Qualifications:**

Must be at least 18 years of age by January 1, 2016.

**EDUCATION:**

An Associate or Bachelor Degree earned or awarded prior to September 28, 2015 in any field from a regionally accredited college or university is required.

**LICENSES:**

- Must have and maintain a valid driver's license that is accepted by the State of Minnesota by September 28, 2015.
- Applicants must NOT have taken and passed the MN Board of P.O.S.T. licensing exam or other state equivalent before September 28, 2015.
- Applicant cannot be, or ever have been, licensed as a police officer in any state.

**STATE REQUIREMENTS:**

Must not have a felony conviction

2015-00280	Recruiting Coordinator	Full- \$53,894.00 - \$74,533.00 annually time	08/04/1508/21/15
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**Department:**

HUMAN RESOURCES

**Position Description:**

Provides professional support and consultative services as a subject matter expert in recruitment initiatives and activities enterprise-wide and in partnership with City departments. Assist in the development and execution of enterprise-wide recruitment strategies utilizing current and emerging tools and processes to meet the changing needs of the customer and business environment. Develop and drive proactive, cost-effective, and targeted recruitment initiatives and plans for a broad range of positions, with an emphasis on producing highly qualified and diverse applicant pools for under-represented and hard-to-fill positions. Establish and maintain

effective community networks. Source and recruit top quality, diverse applicants by using a variety of current and emerging processes and technologies. Keep abreast of labor trends, and incorporate equity concepts, strategies and tactics into recruitment and hiring processes.

**Required Qualifications:**

**Education:**

A Bachelor's Degree in Human Resources Administration, Industrial Relations, Public Administration, Business Administration, or a related field.

**Experience:**

Two (2) years of experience leading the development and implementation of recruitment strategies aligned with business objectives for a broad range of positions. Experience in a public sector/government, unionized environment is desirable.

2015-00257	Senior Internal Auditor	Full-time	\$63,933.00 - \$82,017.00 annually	07/27/15	08/14/15
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**Department:**

Internal Audit

**Position Description:**

A Senior Internal Auditor leads and performs operational, compliance, financial statement, and/or system audits for City of Minneapolis Departments, Boards and Commissions. Conducts examinations for adherence to applicable standards and review of financial and administrative systems for integrity, security, adequacy of controls, effectiveness and efficiency of operations, compliance with legal requirements and consistency with management objectives. Define audit objectives and scope, and design audit procedures, prepare audit programs, perform test work, and write audit reports.

**Required Qualifications:**

**MINIMUM EDUCATION:**

Bachelor's Degree in Accounting, Finance, Public Policy, Public Administration or a closely related field or equivalent.

**MINIMUM EXPERIENCE:**

Five years of audit experience as an internal or external auditor.

2015-00246	Shop Equipment Supervisor	Full-time	\$75,326.00 - \$82,311.00 annually	08/05/15	08/26/15
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**Department:**

PW - FLEET SERVICES

**Position Description:**

Supervise, assign and coordinate the work of skilled and semi-skilled employees engaged in repair and maintenance of construction and mobile equipment and assist in related fleet service activities. Preventive maintenance, repair, servicing, and reutilization of automotive equipment.

Maintenance of records for vehicle/equipment maintenance and repair activities. Hazardous waste stream compliance, including permits and ensuring proper disposal, records and reporting.

**Required Qualifications:**

**Minimum Qualifications:** Associate's degree or 60 semester units of college level course work in Automotive Technology, Truck and Heavy Equipment Repair or equivalent

**Minimum Experience:** Five years of experience performing journey level mechanic work which includes working with a computerized equipment management system. Supervisory experience including fleet management experience.

**License/Certifications:** Commercial Driver's License with tanker and air brake endorsements.

2015-00136	Welder, Shop- Full- C	\$26.61 - \$26.61 hourly time	07/27/1508/17/15
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**Department:**

PW - FLEET SERVICES

**Position Description:**

Perform skilled work in fabrication and maintenance/repair welding for the City of Minneapolis Fleet Services Division. Weld such as aluminum, stainless steel and steel materials together as specified by layout, diagram, work order, or specific customer instructions. Develop and execute fabrication plans and drawings and perform job planning and layout work. Form and/or fabricate specialized pieces for installation and welding.

**Required Qualifications:**

**MINIMUM QUALIFICATIONS:** Technical College certificate in welding. Welding, cutting and fabrication of metal such as aluminum, stainless steel and steel materials, or equivalent

**MINIMUM EXPERIENCE:** Two (2) years verifiable experience performing welding and fabrication.

**EQUIVALENCY:** Four (4) years' experience of instructed welding techniques must include:

- Oxygen-fueled welding and cutting,
- Shielded metal arc welding (SMAW-stick),
- Gas metal arc welding (GMAW-MIG),
- Gas tungsten arc welding (GTAW-TIG),
- Various fabrication processes as needed to repair damaged City equipment.

**LICENSES/CERTIFICATIONS:** Continued employment contingent upon obtaining and maintaining a Class A or B Commercial Driver License with Air Brake and Tanker Endorsements within 6 months of employment and a Forklift Certificate within one year of hire.

**Promotional  
Opportunities  
For City  
Employees  
Only**

<b>Job #</b>	<b>Job Title</b>	<b>Job Type</b>	<b>Salary</b>	<b>Issue Date</b>	<b>Filing Date</b>
2015-00256	Customer Service Rep II	Full-time	\$18.57 - \$25.89 hourly	07/30/15	08/13/15

**Department:**

Finance & Property Services

**Position Description:**

Under general supervision the position will function as a lead worker for the Customer Service Representative I, handling more complex problems in Utility Billing processes. In addition, this position assist with the creation and maintenance of office policy and procedure documents; assist in training staff; act as primary liaison between the City and Collection agencies for Utility Billing and other city wide receivable accounts while maintaining and reconciling the collection records; perform quarterly audits of certain financial transactions within the Treasury Operations division; and act as backup for the other CSR II positions in Utility Billing.

**Required Qualifications:**

**City Employment:**

Must be a currently certified City Council Department employee to be considered.

**Experience:**

Two (2) years of related experience. The following are highly desired: Three (3) years of full-time customer service experience related to utility billing and water metering operations, which includes three (3) years of experience with enQuesta, the City's utility billing computer system, two (2) years of experience with Microsoft Word, Excel, Access, Outlook applications and one (1) year of experience with cash receipt reconciliation.

**Education:**

High School Diploma or equivalent

2015-00273	Manager, Treasury Operations	Full-time	\$79,378.00 - \$101,334.00 annually	08/03/15	08/14/15
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**Department:**

Finance & Property Services

**Position Description:**

Manage the enterprise wide billing, receivable management and cash receipting, including oversight of Treasury division employees and cash processing activities for the City of Minneapolis. Manage relationships across the City organization with respect to cash receipts, billing, and accounts receivables managed by the Treasury Division. Manage the Treasury Operations annual budget by utilizing the City's reporting system, HRIS, and by collaboration with accounting staff to ensure City funds are appropriated and utilized to support City-wide revenue and cash receipting functions. Develop, implement, and administer City-wide policies

and procedures for billing, receivables management and cash receipting by City personnel consistent with current GASB standards, laws and ordinances, and best practices.

**Required Qualifications:**

**Education:**

Bachelor's Degree in Finance, Public Administration or equivalent.

**Experience:**

Five years of management experience in receivables, utility billing and customer service.

2015-00274	Office Support Part- \$16.85 - \$21.99 hourly Specialist I - time UCare Skyway Senior Center	08/03/1508/12/15
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**Department:**

MINNEAPOLIS HEALTH DEPARTMENT

**Position Description:**

**This is a part-time (20-hour), grant funded, position with the Minneapolis Health Department. This position has no Benefits.**

Provide part time clerical and administrative support for the UCare Skyway Senior Center (USSC) on scheduled days/times, and assist the Coordinator with day-to-day operations. The USSC is a drop-in senior center located downtown in the skyway that provides a safe, accessible place for people age 50 and over to socialize, take a class, exercise, and connect to community resources.

**Required Qualifications:**

**MINIMUM QUALIFICATIONS:**

Must be a current city employee working for a department under the City of Minneapolis' City Council.

**MINIMUM EDUCATION:**

High School Diploma or equivalent.

**MINIMUM EXPERIENCE:**

Two years of verifiable clerical experience.