



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, January 25, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00479	Engineering Technician III	Full-time	\$22.24 - \$31.38 hourly	01/20/16	02/12/16

Department:

PW - CAPITAL IMPROVEMENTS

Position Description:

Perform specialized high level technical support and design work for Surface Water and Sewers Division of the City of Minneapolis Public Works Department in construction and maintenance activities and act as a liaison with other parties for the Professional Engineer in the field.

The eligible list will expire two (2) months after being established.

2015-00474	Fleet Manager (Amended)	Full-time	\$64,249.00 - \$88,157.00 annually	01/15/16	02/07/16
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Department:

PW - FLEET SERVICES

Position Description:

Work with Customer, End User, City Engineer, Director of Fleet Services and other fleet users in assisting in the financial and operational needs of customers using the cities fleet services.

Eligible list will expire three (3) months after being established

2016-00030	Health Inspector I (Lead)	Full-time	\$22.20 - \$31.38 hourly	01/25/16	02/12/16
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Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

Perform Lead Risk Assessments, write work specifications and perform clearance inspections for the HUD Lead Hazard Control grant. Issue corrective orders to ensure compliance with public health standards and codes. Provide education and outreach on lead-safe work practices. Raise awareness of lead as a health hazard to children and the need for blood testing for children. Coordinate activities for/with grant staff.

There is one (1) full-time, non-exempt vacancy to be filled in the Health Department's Healthy Homes and Lead Hazard Control Program. Schedule flexibility is required. This could include, as needed, some evenings and weekends. **The vacancy is a grant-funded position which will terminate one year from the date of hire. Should further funding be acquired, this position may continue beyond one year.**

The list created from this exam will expire three (3) months after it has been established.

2016-00015	Innovation Team Planner Analyst	Full- time	\$53,135.00 - \$73,468.00 annually	01/11/16 02/01/16
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Department:
CITY COORDINATOR

Position Description:

The innovation team functions as an in-house innovation consultancy, moving from one city priority to the next. The team's initial priority is addressing disparities in the City of Minneapolis. The Planner Analyst will support the team on this and other priorities, focusing on data analysis, strategic planning and continuous improvement.

Bloomberg Philanthropies awarded the City of Minneapolis up to \$900,000 a year in grant funding for up to three years to create this exciting team.

The list created from this exam will expire three (3) months after being established.

2016-00002	Manager Financial Analysis and Systems Support	Full- time	\$83,640.00 - \$91,396.00 annually	01/15/16 02/12/16
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Department:
PW - SANITARY SEWER

Position Description:

Responsible for managing financial analysis and support and information technology support for the Surface Water and Sewer Division and coordinating high level financial planning for capital improvement projects involving multiple Public Works Department Divisions.

Eligible list will expire two (2) months after being established.

2016-00024	Program Assistant	Full- time	\$22.20 - \$30.98 hourly	01/22/16 01/31/16
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Department:
CITY CLERK

Position Description:

In non-supervisory capacity participate in clerical, technical, and administrative work for the City Clerk - Operations Division, support the boards & commission, relieving executives and professional staff of routine work, or provide support to specific programs and activities ensuring efficient operation.

Eligible list will expire within one (1) month of list being certified.

2016-00003	Records Management Specialist	Full- time	\$62,150.40 - \$72,381.92 annually	01/25/16 02/07/16
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Department:
Police Department

Position Description:

The Records Management Specialist for the Minneapolis Police Department will be responsible for effectively and efficiently receiving and fulfilling public records requests, including maintaining standards and procedures for the maintenance, identification, collection, processing, and review of responsive information in accordance with state and federal laws.

The current vacancy is Full-time within the Minneapolis Police Department and it is an exempt position. The Police Department reserves the right to advise the Records Management Specialist of a change in hours based on the department needs.

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$67,250.00 - \$92,558.00 annually	10/28/15 01/30/16
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Department:
INFORMATION TECHNOLOGY

Position Description:

Salary note: This position is subject to a market adjustment over and above the salary listed above. A market adjustment of up to \$25,000 may be considered depending on qualifications.

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

The eligible list will expire one (1) month after being established.

2016-00014	Urban Scholars	Full-time	\$12.49 - \$16.00 hourly	01/11/16 02/19/16
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Department:
CIVIL RIGHTS

Position Description:

The City of Minneapolis, The State of Minnesota, Minneapolis Parks and Recreation, and the Minneapolis Public Schools are seeking Urban Scholars for the summer of 2016.

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.

Complete application form in Neogov. Please review the [Application Guide](#) before applying and follow all instructions.

You must upload all of the following items with the application, and answer the essay questions fully as it is the primary form of selection:

- **Resume (including education and relevant course work, skills, languages spoken, unpaid experience, volunteer experience, work history, and accomplishments [i.e. honors, awards, etc.]).**
- **Unofficial transcript labeled with your student information (i.e. name, major, etc.)**
- **Essay Questions: In a 1-2 page, 1.5 spaced essay, please describe how you have exhibited the qualifications below in your personal, academic, or professional journey. The completed essay must be uploaded under the attachment type "Other" in the online application.**

1. The ability to understand, appreciate and interact with persons from cultures and/or belief systems other than one's own.
2. Cares about other people and their needs without regard for their own needs and thinks about other groups who have a stake or interest in various projects, initiatives, or activities.
3. Takes a broad view of the team concept and considers values, opinions, and preferences of other group members in completing tasks and in decision making.
4. Adapts well to changing conditions and new community needs or expectations and acknowledges the positive aspects of changes and events and stays open to new ideas, new technology, etc.
5. Recognizes when changes in priorities, direction or the pace of activities appear necessary, yet willing to preserve previous practices or approaches that work.
6. Shows resiliency in the face of obstacles, setbacks and other sources of stress; gets back up and moves forward.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00020	Managing Attorney -- Civil (Appointed)	Full-time	\$120,559.00 - \$142,915.00 annually	01/12/16	01/29/16

Department:
ATTORNEY

Position Description:

There are two appointed vacancies in the City Attorney's Office. Applicants must be current employees in the City Attorney's Office at the City of Minneapolis. Supervise and direct a Civil Attorney Team in the City Attorney's Office functioning as the point person directly responsible for litigation or client services support efforts and take responsibility for ensuring legal services are responsive to City needs and are of the highest quality.

2016-00025	Principal City Planner	Full-time	\$65,033.00 - \$89,523.00 annually	01/18/16	01/29/16
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Department:
CPED

Position Description:

****This position is restricted to current employees of the Community Planning and Economic Development in the City of Minneapolis****

Responsible for the day-to-day administration of the zoning administration and zoning enforcement sections, administration and enforcement of the City's zoning and subdivision codes, and providing staff support for long-range and current planning efforts. Perform professional planning work requiring excellent analytical and communication skills in planning processes of moderate to substantial difficulty.

THE ELIGIBLE LIST WILL EXPIRE IN TWO (2) MONTHS.

2016-00029	Project Coordinator - Lead & Healthy Homes	Full-time	\$63,926.00 - \$79,852.00 annually	01/25/16	02/05/16
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Department:
MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

This exam is restricted to current Health Department employees.

Function as a coordinator in the development, implementation and administration of HUD grants and other division projects.

There is currently one (1) exempt, full-time, grant-funded vacancy to be filled in the Environmental Health Division of the Health Department. The current vacancies are funded by federal grants which are secure through December of 2018.

Schedule flexibility is required. This could include, as needed, some evenings and weekends. Must be able to travel to required, out-of-town meetings.

This list created from this exam will expire fifteen (15) days after being established.