



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, February 16, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00038	Concierge - Convention Center	Intermittent	\$16.07/Hour	02/08/16	02/19/16

Department:
CONVENTION CENTER

Position Description:
The concierge serves as a point of contact providing information, direction, and assistance to callers and patrons of the Minneapolis Convention Center.

There are currently two (2) intermittent vacancies to be filled at the Minneapolis Convention Center. (A future intermittent vacancy may be filled using this list). Hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week. Including weekends and holidays. Typical hours are 8:00 am - 4:30 pm. This position covers the administration front desk area and also the visitor information center.

2016-00037	Director, Surface Water and Sewers (Appointed)	Full-time	\$121,452.00 - \$143,974.00 annually	01/26/16	Continuous
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Department:
PW - SANITARY SEWER

Position Description:
The Director – Surface Water and Sewers is appointed by the Director of Public Works and will report directly to the Deputy Director of Public Works. The director manages sewer construction, operations and maintenance and will understand the design of sanitary and surface water infrastructure. The director will manage a staff of approximately 125 division employees. The operating budget for the division is \$80.7 million with \$100 million in revenue.

The City seeks a collaborative leader who will engage our policy makers, the community, and agency partners to continually improve underground utility systems throughout our world class city.

The City of Minneapolis will accept resumes for this position until the position is filled. Priority will be given to those who submit a resume by Friday, February 19, 2016.

2016-00060	IT Service Desk Agent II	Full-time	\$21.13 - \$29.16 hourly	02/12/16	02/22/16
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Department:
INFORMATION TECHNOLOGY

Position Description:
There are currently two (2) full-time 1st shift vacancies in the Information Technology (IT) department for Service Desk Agent II. The positions are 4 days per week, 10-hour daytime 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.

ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER ELIGIBLE LIST IS ESTABLISHED.

2016-00039	Program Assistant - Convention Center	Full-time	\$22.20 - \$30.98 hourly	02/12/16 02/22/16
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Department:
CONVENTION CENTER

Position Description:

The Minneapolis Convention Center (MCC) welcomes approximately 750,000 guests from around the world and hosts more than 350 events annually. We are one of the top 20 largest convention centers in the United States and feature 1.6 million square feet of space on 23 acres in downtown Minneapolis. The MCC contributes to a vibrant downtown community by providing economic impact through visitors spending at hotels, restaurants, arts & attractions, and retail establishments.

Our mission is to be the best Convention Center by providing an exceptional facility, outstanding internal and external customer service, and responsible use of our resources. We make a positive impact on our guests by collaborating and delivering excellence in our service and facility. The Business Service office impacts the mission by delivering services and programs that support an excellence-driven team of hospitality professionals. Our staff is paramount to our success.

This position is responsible for the administration and coordination of Convention Center human resource activities. This position provides support to management in talent acquisition, onboarding, coordinating employee programs and events, training, communicating information, serving as a cultural ambassador and resource to staff for questions and providing assistance as needed. This position requires a strong commitment to a high level of customer service.

POSITION INFORMATION:

There is currently one (1) full-time vacancy to be filled in the Business Service Department at the MCC. The hours will primarily be 10:00 am - 6:30 pm Monday - Friday with occasional flexibility.

This position is subject to a probationary period.

The list of qualified candidates created for this vacancy will expire one (1) month after being established.

2016-00056	Seasonal Elections Support Specialist I	Full-time	\$17.19 - \$18.46 hourly	02/11/16 Continuous
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Department:
CITY CLERK

Position Description:

Assist with various Election activities: customer service, assist voters, process absentee ballots, answer phones, provide election information to the public, prepare election materials, and general clerical duties as needed. Positions include:

- Training Attendant
- Assistant Scheduler
- Warehouse Staff

Elections will be hiring Seasonal Election Support Specialists through September. These are temporary full-time positions from 4/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00052	Seasonal Elections Support Specialist II	Full-time	\$17.71 - \$19.52 hourly	02/11/16 Continuous
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Department:
CITY CLERK

Position Description:

Act as a lead and perform a wide variety of duties and activities related to the administration of elections, processing and analyzing voter data and absentee voting documents, maintain and update information in Election Management System (EMS) and Statewide Voter Registration System (SVRS), recruit and assign election judges, and perform other election-related duties as assigned.

Positions include:

- Assistant Trainer
- Assistant Election Judge Coordinator

Elections will be hiring Seasonal Election Support Specialists through September.

These are temporary full-time positions from 4/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00014	Urban Scholars	Full-time	\$12.24 - \$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
2016-00051	Development Coordinator I	Full-time	\$21.25 - \$30.43 hourly	02/08/16	02/17/16

Department:
CPED

Position Description:

Review construction project permit and license applications, and assist, inform, and act as liaison for applicants regarding requirements, application approval processes, and fees; and receive and route plans and documents.

THE ELIGIBLE LIST WILL EXPIRE TWO (2) MONTHS FROM THE DATE OF CERTIFICATION.

2016-00041	Fire Motor Operator (FMO)	Full-time	\$23.86 - \$26.30 hourly	02/09/16	03/04/16
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Department:
Fire Department

Position Description:

The City of Minneapolis is now using Team Minneapolis (powered by NEOGOV) as our online application system.

To apply:

- Create a new account or use an existing account with NEOGOV (governmentjobs.com) to apply for a position with the City of Minneapolis.
- Applications and applicant information submitted in the former system or retained in your personnel file will not transfer over to the new online application system.
- To create an account with NEOGOV, a valid email address is required.
- An updated resume is useful when creating an initial account. Uploading a resume will pre-populate corresponding fields within the online application, reducing the amount of data entry needed.
- A resume is not a substitute for completing the online application. If the online application does not include complete information (such as work history, address, phone number, etc.) it will not be considered further and deemed incomplete.
- After an application is submitted, that application information will be available to use and update on subsequent applications.
- You are encouraged to apply as early as possible.

DESCRIPTION:

This position performs work driving all fire department vehicles and attached apparatus and operate pumps and ladders.

The eligible list for this position will expire 2 years from the date of certification.

2016-00053	Inspector -	Full-time	\$25.01 - \$34.86 hourly	02/08/16	02/19/16
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License &
Consumer
Services

Department:

CPED

Position Description:

Perform inspection, investigation and enforcement work to ensure compliance with licensing and other consumer protection ordinances and laws.

THE ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS FROM THE DATE OF CERTIFICATION.