



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, February 29, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00068	(ACA Seasonal) Elections Support Specialist I - Absentee Voting	Full-time	\$17.19 - \$18.46 hourly	02/23/16	Continuous

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.

Elections will be hiring Seasonal Election Support Specialists through September. These are temporary ACA Seasonal (not benefit-eligible) full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00073	(ACA Seasonal) Elections Support Specialist II - Absentee Voting	Full-time	\$17.71 - \$19.52 hourly	02/23/16	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.

Elections will be hiring Seasonal Election Support Specialists through September. These are ACA Seasonal (not benefit-eligible) full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00062	Custodian, Property Services (T)	Intermittent	\$13.84 - \$16.76 hourly	02/11/16	03/11/16
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Department:
Finance & Property Services

Position Description:

This job opportunity does not guarantee full-time permanent City employment or benefits.

NATURE OF WORK

The Custodial Services Team is responsible for maintaining a safe, clean and healthy environment at the locations we are assigned to clean as well as upkeep of the exterior grounds and safety related issues

(some minor snow and ice removal in winter months) as assigned.

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.

2016-00064	HR Senior Consultant (Business Systems Analyst)	Full-time	\$67,689.00 - \$86,351.00 annually	02/22/16	03/14/16
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Department:

HUMAN RESOURCES

Position Description:

Benefits business systems analyst. Position is responsible for administering the benefits for the City of Minneapolis which has approximately 3,600 employees utilizing the PeopleSoft version 9.2 application along with the entire Microsoft office suite including Excel and Access.

The eligible list will expire 2 months after being established.

2016-00065	Labor Relations Coordinator	Full-time	\$81,855.00 - \$97,033.00 annually	02/19/16	03/04/16
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Department:

HUMAN RESOURCES

Position Description:

Assist the Employee Services Director in matters related to collective bargaining, labor contract interpretation, grievance/arbitration management, and Family Medical Leave Act interpretation and implementation.

2016-00076	Parking System Manager - C	Full-time	\$97,297.00 - \$105,753.00 annually	02/29/16	03/25/16
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Department:

PW - Traffic and Parking Services

Position Description:

Oversee the parking policy, long-term planning/programming and daily operational needs for off-street parking, on-street parking, and the Impound Lot. Provide overall leadership and management for all activities, employees, functions, and services of the City Parking System (off-street parking, on-street parking, and impound lot/towing).

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.

2015-00464	Supervising Shelter Veterinarian	Full-time	\$83,640.00 - \$91,396.00 annually	02/29/16	03/09/16
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Department:
REGULATORY SERVICES

Position Description:

Provide veterinarian services for animals that are located at the shelter and therefore under the care and responsibility of Minneapolis Animal Care & Control (MACC)

Eligible list will expire 2 months after being established.

**Promotional
Opportunities**

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00036	Fire Inspections Specialist I-C	Full-time	\$21.25 - \$30.43 hourly	02/20/16	02/29/16

Department:
REGULATORY SERVICES

Position Description:

Perform technical work conducting fire and life safety inspections of existing commercial, industrial and institutional facilities as well as multi-unit residential properties verifying and documenting compliance with City Code of Ordinances and Minnesota State Fire Codes.

ELIGIBLE LIST WILL EXPIRE ONE (1) MONTH AFTER BEING ESTABLISHED.