



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, March 7, 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.

2016-00066	Assistant City Attorney I - Full-time Civil Division	Full-time	\$71,192.00 - \$103,398.00 annually	03/02/16	03/23/16
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Department:
ATTORNEY

Position Description:

Position Information:

Under general supervision of the Deputy City Attorney, Civil, the Assistant City Attorney I assigned to the Client Services Team performs professional legal work involving civil matters, including providing legal advice and drafting ordinances, drafting and negotiating contracts, drafting development or real estate agreements and performing other client services projects. The position also includes conducting legal research, preparing legal opinions or memoranda, and other legal work of the Civil Division of the City Attorney's Office. The position may represent the City of Minneapolis and its various departments, boards, and commissions in civil litigation and related matters. There currently is one exempt, full-time, permanent

vacancy to be filled in the City Attorney's Office, Civil Division on the Client Services Team.

Application Process: ALL applicants MUST submit a completed:

- City of Minneapolis application (in TeamMinneapolis)
- A copy of your Attorneys license (submit via TeamMinneapolis)
- Resume (submit via TeamMinneapolis)
- Response to supplemental and screening questions (in TeamMinneapolis)
- Writing sample - a sample of legal writing, including but not necessarily limited to an excerpt from a brief or memorandum. Your sample must not exceed six (6) pages.

Applicants failing to follow the application process will not be considered. Resumes are not being accepted in place of an official City of Minneapolis application.

The eligible list created for this exam will expire six (6) months after being established.

2016-00088	CAMA Systems Manager	Full-time	\$64,356.00 - \$88,561.00 annually	03/07/1603/25/16
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Department:
ASSESSOR

Position Description:

The Assessor's Office is hiring for a CAMA Modeler (Business Application Manager) who is responsible for the management of Computer Aided Mass Appraisal (CAMA) models, non-linear regression, data analysis and integrity, and recommending appropriate market value adjustments. This position is integral to the implementation and management of computer hardware and software.

The eligible list for this position will expire two months after it is established.

2016-00062	Custodian, Property Services (T)	Intermittent	\$13.84 - \$16.76 hourly	02/11/1603/31/16
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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.

This posting has been amended to extend the application period. The initial review of applications will take place after Friday, March 11, 2016. However, the posting will remain open until further notice.

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

2016-00036	Fire Inspections Specialist	Full-time	\$21.25 - \$30.43 hourly	03/04/1603/14/16
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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.

2016-00064	HR Senior Consultant (Business Systems Analyst)	Full-time	\$67,689.00 - \$86,351.00 annually	02/22/1603/14/16
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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.

2016-00080	Inspector Building Trades - Building	Full-time	\$32.06 - \$36.35 hourly	03/07/1603/18/16
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Department:

CPED

Position Description:

Under supervision, enforce the Minnesota State Building Codes and City Ordinances in new and existing structures by conducting field inspections (site visits) of new construction, alterations, repair or wrecking of buildings using applicable State codes, recognized standards and local ordinances. To ensure that minimum requirements are met to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency situations. There is currently one (1) full-time, non-exempt vacancy to be filled in the Department of Community Planning and Economic Development.

THE ELIGIBLE LIST WILL EXPIRE FOUR (4) MONTHS AFTER IT IS ESTABLISHED

2016-00076	Parking System Manager	Full-time	\$97,297.00 - \$105,753.00 annually	02/29/1603/25/16
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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	02/11/16Continuous
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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	02/11/16Continuous
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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.

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$68,730.00 - \$94,594.00 annually	02/16/1603/26/16
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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 month after being established.

2015-00464	Supervising Shelter Veterinarian	Full-time	\$83,640.00 - \$91,396.00 annually	02/29/1603/09/16
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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.

2016-00042	Supervisor, Event Operations – Event Services	Full-time	\$71,550.00 - \$78,185.00 annually	03/07/1603/18/16
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Department:
CONVENTION CENTER

Position Description:

- Supervise the day to day activities of the assigned area and assist with the coordination of other divisions and the Event Operations division to ensure that the contractual requirements of the Minneapolis Convention Center and its clients are met and services are provided in an efficient, effective, and timely manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position.
- This position requires working a flexible schedule including evenings, weekends, and holidays as well as being available for emergency call back. The work hours for this vacancy will be 5:00 pm - 1:30 am, Tuesday through Saturday.

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

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00055	911 Supervisor	Full-time	\$26.04 - \$35.17 hourly	03/01/1603/11/16	

Department:
911

Position Description:

This exam is restricted to current city employees of the Minneapolis Emergency Communications Center.

911 Supervisors supervise on an assigned shift of 911 Dispatchers engaged in the answer and dispatch of calls for Police, Fire and Emergency Medical Services for the City of Minneapolis.

The eligible list will expire six (6) months from when it is established.

2016-00061	District Fire Chief (Battalion Chief)	Full-time	\$30.48 - \$33.12 hourly	03/01/1603/25/16
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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:

Manage and supervise a Fire District, taking responsibility for assigned stations and personnel, under dangerous, close, and stressful working conditions.

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

2016-00070	Foreman Sewer Construction/Maintenance	Full-time	\$31.85 - \$34.80 hourly	03/07/1603/18/16
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Department:

PW - SANITARY SEWER

Position Description:

Supervise and coordinate the work of crews engaged in the construction, repair, maintenance, and cleaning of storm drains, sanitary sewers, and tunnels.

The eligible list will expire upon hire.

This position is restricted to employees of the Public Works Department.

2016-00085	Inspector Housing II	Full-time	\$25.01 - \$34.86 hourly	03/07/1603/16/16
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Department:

REGULATORY SERVICES

Position Description:

Perform inspections in unusual or controversial cases to ensure compliance with City Ordinances, including rental dwelling license ordinance and issue orders to correct any deficiencies.

The eligible list will expire one month after being established.

2016-00050	Operations & Maintenance Specialist (Convention Center)	Full-time	\$16.04 - \$21.57 hourly	03/02/1603/16/16
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Department:

CONVENTION CENTER

Position Description:

This exam is restricted to current employees of the Minneapolis Convention Center (MCC).

Perform manual set up and tear down of events at the Minneapolis Convention Center. Cleaning and simple maintenance work on the building interiors and exteriors as assigned in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. Communicate effectively and courteously with guests, clients, vendors, and the general public.

- There are currently two (2) fulltime vacancies to be filled at the Minneapolis Convention Center.
- Hours are 5:00 pm - 1:30 am, may include weekends and holidays.

The eligible list created from this exam will expire two (2) months after being established.

2016-00087 Senior City Planner Full-time \$59,940.00 - \$82,514.00 annually 03/07/1603/18/16

Department:

CPED

Position Description:

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

Perform professional planning work requiring excellent analytical and communication skills in planning processes of moderate to substantial difficulty. The Senior City Planner is a mid-level planning position with CPED. This vacancy is with the Land Use, Design and Preservation section of the Development Service Division and includes implementation of City policies through review of complex development proposals. The work associated with this position includes frequent deadlines while conducting land use and/or preservation analysis. The Senior City Planner works independently as part of a multi-disciplinary team.

THE ELIGIBLE LIST WILL EXPIRE TWO (2) MONTHS FROM THE DATE IT IS ESTABLISHED.