



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 21, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00066	Assistant City Attorney I - Civil Division	Full-time	\$71,192.00 - \$103,398.00 annually	03/02/16	03/23/16

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/GIS Business Systems Manager	Full-time	\$64,356.00 - \$88,561.00 annually	03/07/16	03/25/16
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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-Assisted 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	02/11/16	Continuous
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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.

2016-00108	Deputy Director, Operations	Full-time	\$88,894.00 - \$105,378.00 annually	03/21/16	04/03/16
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Department:

REGULATORY SERVICES

Position Description:

Manage departmental projects and operations including finance, information technology, business planning, human resources, performance measurement, emergency management, organizational development, workplace culture, fleet, space, and workforce planning. Responsible for interdepartmental and intradepartmental coordination of data analysis, projects, communications, and coordination of public policy process and implementation, committee actions and council process, and oversight of legal process coordination

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.

2016-00056	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.

2016-00068	Elections Support Full-time Specialist I - Absentee Voting	\$17.19 - \$18.46 hourly	02/23/16 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.

Elections will be hiring Seasonal Election Support Specialists through September. These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00052	Elections Support Full-time Specialist II	\$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.

2016-00073	Elections Support Full-time Specialist II - Absentee Voting	\$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 full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00104	HR Consultant	Full-time	\$55,079.00 - \$76,172.00 annually	03/21/16 04/08/16
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Department:

HUMAN RESOURCES

Position Description:

Act as a key member of a Human Resources Generalist (HRG) team serving in advisory and service delivery roles by providing a variety of Human Resources services to customer departments. The current vacancy is on the HRG team that supports the Public Works Department.

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).

2016-00114	Program Aide II	Full-time	\$20.17 - \$27.38 hourly	03/21/16 05/06/16
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Department:

CITY CLERK

Position Description:

Assist with the planning, development, implementation and supervision of task assignments for staff of various departmental programs and special community improvement programs.

These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16 and will require some weekends and evenings.

2015-00392	Senior Applications Analyst - BI Developer	Full-time	\$68,730.00 - \$94,594.00 annually	03/11/16 03/21/16
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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.

AMENDED POSTING.

There is currently one (1) full-time vacancies in the IT department for Senior Applications Analyst.

Analyst to join the Data Services and Business Intelligence Group to advance BI capabilities in the City. The City currently is using Cognos as our enterprise reporting tool and is implementing Tableau. This position will be involved in the advancement of BI capability not limited to Cognos and Tableau.

Function as a Lead worker over Applications Analysts, Applications Programmer/Analysts, and Applications Programmers, functioning as a key person providing support for the BI applications scheduling, and taking responsibility for application software development, maintenance, support, testing and documentation.

The Analyst will also act as an advocate for Business Intelligence and Business Analysis capabilities in the City of Minneapolis.

Act as a consultant to City departments to assist them in reaching their Business Intelligence/Business Analysis goals.

Salary listed is as of January 1, 2016.

The eligible list will expire one month after being established.

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$68,730.00 - \$94,594.00 annually	02/16/16	03/26/16
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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.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00061	District Fire Chief (Battalion Chief)	Full-time	\$30.48 - \$33.12 hourly	03/01/16	03/25/16

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.

2016-00085	Inspector Housing Full-time II	\$25.01 - \$34.86 hourly	03/07/16 03/25/16
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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.

2016-00107	Lead Inspector - Full-time Building	\$35.91 - \$40.16 hourly	03/16/16 03/22/16
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Department:
CPED

Position Description:
This position is restricted to current employees of the City of Minneapolis

The Lead Inspector - Building will function as a technical lead for the Construction Code Services section in the subject area of building codes and standards while maintaining an inspection district to achieve consistency of Building Code interpretation and enforcement.

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

2016-00106	Lead Inspector - Full-time Plumbing	\$33.58 - \$37.83 hourly	03/16/16 03/22/16
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Department:
CPED

Position Description:
This position is restricted to current employees of the City of Minneapolis

The Lead Inspector - Plumbing will function as a technical lead for the Construction Code Services section in the subject of Minnesota Plumbing and Fuel Gas Codes while maintaining an inspection district.

THE ELIGIBLE LIST WILL EXPIRE TWO (2) MONTHS AFTER IT IS ESTABLISHED