



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, April 18, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00141	Assistant City Attorney I - Criminal Division, Temporary	Full-time	\$71,192.00 - \$103,398.00 annually	04/05/16	04/19/16

Department:
ATTORNEY

Position Description:

***These are temporary positions with an expected duration of 7 to 19 months.** Under general supervision of a Supervising Criminal Attorney, the Assistant City Attorney I permit position performs professional legal work of ordinary difficulty and complexity. An Assistant City Attorney I permit position prepares and tries petty misdemeanor, misdemeanor, and gross misdemeanor cases. There currently are two (2) full-time, temporary permit vacancies to be filled in the Criminal Division of the City Attorney's Office.

APPLICATION PROCESS:

ALL applicants **MUST** submit a completed:

- City of Minneapolis online application through TeamMinneapolis.
- Cover letter and resume.
- Writing Sample listed under "Required Qualifications".
- Screening questions listed in the online application must be answered.

2016-00122	Associate Contract Administrator	Full-time	\$53,135.00 - \$73,468.00 annually	04/15/16	05/09/16
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Department:
CPED

Position Description:

Support the efforts of the Business Development group at the Department of Community Planning and Economic Development (CPED) to create an economically thriving city for everyone. Perform contract administration duties for smaller less complex contracts, agreements, and requests for proposals (RFP), and assist with larger more complicated projects.

The Business Development group at CPED supports the success of businesses, entrepreneurs, and commercial districts throughout Minneapolis with a range of projects and programs.

THE ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER IT HAS BEEN ESTABLISHED.

2016-00089	Associate Transportation Planner	Full-time	\$51,545.00 - \$71,337.00 annually	04/05/16 04/24/16
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Department:
Public Works

Position Description:

Perform Professional bicycle, pedestrian, and transportation planning work requiring analytical and communication skills, in planning processes of moderate difficulty involving community, strategic, and systemic transportation issues, and serve as resource to interested parties for a variety of bicycle, pedestrian, and transportation services.

The City of Minneapolis is seeking highly motivated, flexible, and creative thinkers to fill two Associate Transportation Planner positions in the Public Works Department. One of the positions is housed in the Transportation Planning and Programming Division and will report to the Bicycle and Pedestrian Coordinator. The other position is housed in Traffic and Parking Services and will report to the Senior Professional Engineer.

2016-00137	Council Committee Coordinator	Full-time	\$21.91 - \$30.53 hourly	04/11/16 04/24/16
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Department:
CITY CLERK

Position Description:

Provide specialized administrative services of considerable complexity for one or more of the Committees of the City Council or the Charter Commission.

Eligible list will expire two months after being 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.

2016-00146	Deputy Director, Neighborhood & Community Relations (Appointed)	Full-time	\$93,294.00 - \$110,594.00 annually	04/11/16 04/22/16
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Department:
Neighborhood and Community Rel

Position Description:

***This position is appointed.** Manage a team of staff (currently 12 FTE) that facilitates equitable access and meaningful engagement with the City's residents, neighborhood organizations and cultural communities. The team works to provide opportunity for equal access and input by addressing and removing barriers to participation and meaningful engagement in problem solving and decision making on matters of importance in the communities and the City as a whole.

2016-00068	Elections Support Specialist I - Absentee Voting	Full-time	\$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.

2016-00073	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 full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00145	Manager of Residential Finance	Full-time	\$80,156.00 - \$103,098.00 annually	04/11/16 05/01/16
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Department:
CPED

Position Description:

This position will manage the Single Family or the Multi-Family Housing Development Division of the Community Planning and Economic Development (CPED) Department.

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

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.

2016-00125	Stock Worker	Full-time	\$17.76 - \$25.07 hourly	04/11/16 04/22/16
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Department:
Finance & Property Services

Position Description:

Assist with the ordering, receipt, storage and distribution of supplies, materials and equipment, including the maintenance of related records.

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

2016-00105	Systems Technical Analyst	Full-time	\$64,356.00 - \$88,561.00 annually	03/24/16	04/23/16
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Department:

Public Works

Position Description:

AMENDED - extending the job application period one more week to April 23, 2016

Provide operational data that supports the needs of the department. Assess business practices and technology products. Perform technical application support, maintenance, and development services for departmental systems such as Maximo, SharePoint, Granite XP, operational data systems and SCADA.

The Public Works department currently has two positions available. The positions are located in Water Treatment & Distribution and Surface Water & Sewer Divisions.

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

2016-00098	Youth Development Coordinator (Senior Public Health Specialist-Youth Development)	Full-time	\$59,804.00 - \$82,608.00 annually	04/05/16	04/18/16
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Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

The Senior Public Health Specialist for Youth Development provides planning, education and technical support for Minneapolis Health Department (MHD) activities, programs and initiatives focused on youth and young adults. This position is responsible for: policy development; initiative planning; program implementation and evaluation; budget and financial management of identified projects; and selected grant and contract development and management. The Youth Development Coordinator will work with staff across the Health Department, the city, jurisdictional partners, and the Youth Coordinating Board.

This position requires an understanding of causes and solutions to youth social and health inequities, with expertise in advancing policy, programs, and practices using healthy youth development, social justice, and equity lenses.

This list created from this exam will expire six (6) months after being established.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00138	PW Service Worker II Apprenticeship Program	Full-time	\$25.97 - \$28.87 hourly	04/11/16	05/01/16

Department:

PW - FLEET SERVICES

Position Description:

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

The Fleet Services Division of the Public Works Department is accepting applications for the full-time Public Works Service Worker II apprenticeship program. Upon successful completion of the 4,000-hour full-time

apprenticeship program and passing an evaluation of their skills, candidates will be promoted to a vacant Public Works Service Worker II position. There are currently two apprentice vacancies to be filled.

NOTE: Candidates are expected to commit to completing the 4,000 hours.

The computer lab located in the Public Service Center Building, 250 South 4th Street, Room 13B, will be available on Tuesday, April 19, 2016 from 7:30 am to 9:30 am for those needing access to a computer or assistance to complete the online application.

Eligible list will expire upon hire

2016-00148	Senior Applications Analyst - ServiceNow	Full-time	\$68,730.00 - \$94,594.00 annually	04/15/16 04/24/16
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Department:
INFORMATION TECHNOLOGY

Position Description:

This position is restricted to employees currently employed in the Information Technology department.

Function as a lead worker over Applications Analysts, Applications Programmer/Analysts, and Applications Programmers, functioning as the key person providing support to the enterprise system ServiceNow, scheduling, assigning and reviewing work products/results and taking responsibility for ServiceNow software development, maintenance, support, testing and documentation.

The eligible list will expire one month after being established.

2016-00147	Senior Inspector - Building Trades	Full-time	\$35.03 - \$39.18 hourly	04/12/16 04/18/16
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Department:
CPED

Position Description:

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

- To enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing gas piping, mechanical or electrical systems within your specific license to ensure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment.
- To provide a cost effective, efficient required final inspections on building, plumbing, and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300.

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