



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, May 9, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00122	Associate Contract Administrator	Full-time	\$53,135.00 - \$73,468.00 annually	04/15/16	05/09/16

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.

2016-00166	City Urban Designer	Full-time	\$51,545.00 - \$71,337.00 annually	05/02/16	05/23/16
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Department:

CPED

Position Description:

This position will perform professional urban design work related to the City's priorities and comprehensive plan requiring excellent graphic, analytical and communication skills; and serve as a resource for research, planning and urban design initiatives.

2016-00171	Contract Compliance Officer	Full-time	\$25.01 - \$34.86 hourly	04/27/16	05/09/16
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Department:

CIVIL RIGHTS

Position Description:

Conduct and lead others in conducting desk review and on site investigation of contractors' compliance with Chapter 139.50 of the Ordinances and applicable equal employment opportunity regulations within the geographic area of the City of Minneapolis.

THE ELIGIBLE LIST WILL EXPIRE 2 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.

2016-00161	Customer Service Representative I	Part-time	\$18.55 - \$25.59 hourly	05/06/16 05/16/16
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Department:

Public Works

Position Description:

Provide a variety of services to customers over the telephone and/or in-person answering questions, providing information, collecting fees and payments, etc.

The City of Minneapolis currently has two positions available. The first position is a part time position only. This position is located at the City of Minneapolis Impound Lot which is a 24/7 operation and you will be expected to be available to work any shift as needed. The second position is located in the Solid Waste and Recycling Division and is a full time position in a high volume call center environment.

2016-00180	Economic Research Analyst	Full-time	\$64,249.00 - \$88,157.00 annually	05/02/16 05/13/16
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Department:

CPED

Position Description:

This position will perform research, data analysis, and forecasting on housing market trends and opportunities, as well as managing and analyzing data on Community Planning & Economic Development (CPED) project investments and outcome.

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.

2016-00117	Engineering Technician III	Full-time	\$22.24 - \$31.38 hourly	05/02/16 05/13/16
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Department:

Public Works

Position Description:

The City of Minneapolis Public Works department has three (3) vacancies for an Engineering Technician III. Two (2) positions are located in Bridges/Pathways and one (1) position is located in Survey Party Chief.

Perform specialized high level technical support and design work, act a liaison with other parties for the Professional Engineer in the field, and act as lead Inspector or Survey Party Chief on field crews performing construction inspection and various surveys.

2016-00168	Equipment Service Worker	Full-time	\$14.28 - \$23.97 hourly	05/09/16 05/20/16
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Department:

PW-Solid Waste & Recycling

Position Description:

This position is located in the Public Works Department, the division of Solid Waste & Recycling. This position works Monday through Thursday 2:30 p.m. to 11:00 p.m. and Fridays 11:00 a.m. to 7:30 p.m. (start times may vary)

Perform maintenance work on automobiles, light duty trucks, heavy duty trucks, construction equipment and Solid Waste & Recycling equipment.

The starting salary is \$14.275 and \$17.289, depending on qualifications.

2016-00158	Graphics Designer I (Engineering)	Full-time	\$20.91 - \$28.24 hourly	04/28/16 05/13/16
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Department:

PW - Trans Engineering & Design

Position Description:

Develop, layout, and create multimedia graphics work in producing maps, engineering project layouts, brochures, models, websites, presentations, and other visual communication.

This position is located in the Transportation, Engineering and Design Division of the Public Works Department.

The eligible list will expire upon hire.

2016-00176	HR Generalist/Business Partner	Full-time	\$69,212.00 - \$88,294.00 annually	05/02/16 05/16/16
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Department:

HUMAN RESOURCES

Position Description:

The Human Resources Generalist acts as a strategic business partner and change agent in advising management in designated business units on aligning business objectives with employee and management goals. Serves as consultant to management and seeks to develop integrated solutions on Human Resources related issues.

2016-00091	Operations & Maintenance Specialist - Intermittent	Intermittent	\$16.06 - \$21.57 hourly	05/03/16 07/06/16
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Department:

CONVENTION CENTER

Position Description:

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 multiple intermittent vacancies to be filled at the Minneapolis Convention Center.
- Primarily looking to fill 11:30 a.m. - 8 p.m. shifts on varying days of the week, however hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week.
- Requires working irregular work schedule such as evenings, days, weekends and holidays.

The eligible list created from this exam will expire one (1) year after being established.

2016-00097	Public Works Financial Analyst	Full-time	\$59,804.00 - \$82,608.00 annually	05/04/16	05/25/16
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Department:

PW - ADMINISTRATIVE SERVICES

Position Description:

The current vacancy is in Public Works Administration; however, this list may be used to fill future vacancies in Public Works Fleet Services Division as well.

Provide monitoring and evaluation of financial activities, and operational performance information and provide business and project management support to Public Works.

2016-00184	Senior Applications Analyst - BI Developer	Full-time	\$68,730.00 - \$94,594.00 annually	05/05/16	05/26/16
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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) 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.

2016-00188	Senior Resource Coordinator--Grants	Full-time	\$24.78 - \$34.30 hourly	05/09/16	05/24/16
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Department:

INTERGOVERNMENTAL RELATIONS

Position Description:

Perform professional work in grant management processes and planning of moderate to substantial

complexity requiring excellent analytical and communication skills.

This is a full time, non-exempt position to be filled in City of Minneapolis' Intergovernmental Relations Department.

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

2016-00139	Water Treatment Operator - C	Full-time	\$26.72 - \$28.37 hourly	05/02/16	05/15/16
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

Operate a wide variety of pumps, valves, and pipes used in the water production system impacting pumping stations, chemical water treatment systems, dewatering facilities, lagoons, and lift stations. Monitor chemical dosage levels and operate chemical feed equipment to ensure proper functioning and application of chemicals.

Availability: The Minneapolis drinking water utility is a 24 hours a day, 7 days a week operation. The person filling this position must be willing to work fixed or rotating shift assignments, 24 hours a day and 365 days per year including weekends and holidays and be willing and able to work unanticipated, extended shifts until relieved by another employee.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00151	Assistant Manager, Healthy Living Initiative	Full-time	\$69,212.00 - \$88,294.00 annually	05/06/16	05/16/16

Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

This position is restricted to current city employees of the Minneapolis Health Department.

Provide operational oversight for selected Healthy Living policy, systems and environmental change interventions projects, and manage the healthy food initiatives. Work with the Manager for the Healthy Living Program to develop and implement the Healthy Living strategic plan for chronic disease prevention. Supervise some Healthy Living staff, interns and fellows. Oversee grant responsibilities such as invoicing, reporting and funder relationships Support Healthy Living communications and represent the program internally to the City and externally to the public and key partners.

The eligible list created for this exam will expire one (1) month after being established.

Transfer Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00173	Law Clerk Intern	Full-time	\$18.25 - \$21.25 hourly	05/04/16	05/16/16

Department:

CIVIL RIGHTS

Position Description:

The Law Clerk Intern will provide services to the City of Minneapolis Civil Rights Department in the

Complaint Investigations Division, including intake, investigation and development of cases, drafting legal determinations, policy research, and community outreach.

This position is full time (forty hours per week) from June 6-August 15, with the potential to continue as a part time (20 hours per week or fewer) position during the school year. **This position requires occasional evening and weekend hours.**

The Law Clerk Intern will have the opportunity to see the inner workings of the Civil Rights Department complaint investigations process, be a part of alternative dispute resolution, and assist with policy-related changes.

All applicants **MUST** submit:

- City of Minneapolis online application through TeamMinneapolis.
- Resume.
- Writing sample listed under "Required Qualifications."
- All screening questions listed in the online application must be answered.