



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
 City of Minneapolis Human Resources Department
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 Minneapolis, MN 55415
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<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, June 13, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00182	Animal Control Warden	Full-time	\$19.41 - \$27.40 hourly	06/10/16	06/19/16

Department:
 REGULATORY SERVICES

Position Description:
 This position is responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of Ordinances relating to animals in City of Minneapolis.

Additional Position Information:

- There is (1) one position non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services.
- Shift assignments for this vacancy are yet to be determined.
- Will work on a rotating basis on City-recognized holidays.
- Must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed.

Eligible list will expire (3) three months after established.

2016-00262	City Planner	Full-time	\$51,545.00 - \$71,337.00 annually	06/06/16	06/17/16
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Department:
 CPED

Position Description:
 Perform professional planning work requiring excellent analytical and communication skills in planning processes of standard to moderate degrees of difficulty. The City Planner is an entry-level planning position with the Department of Community Planning and Economic Development (CPED). This vacancy is in the Land Use, Design and Preservation section of the Development Services Division. The position includes implementation of City policies through review of development proposals. The work associated with this position includes meeting frequent deadlines while conducting land use and/or preservation analysis. The City Planner works independently as part of a multi-disciplinary team.

2016-00250	Customer Service Agent I	Full-time	\$18.55 - \$25.59 hourly	06/06/16	06/17/16
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Department:
 311

Position Description:
 The Customer Service Agent I will receive and process all non-emergency calls for service; including government services, city services and all Blue Page number calls from residents, businesses and visitors inquiring about services, report problems or check on the status of issues, and the opening and closing responsibilities of the 311 Call Center.

311 hours of operations are Monday through Friday 6:45 a.m. to 7 p.m. and Saturday - Sunday 7:45 a.m. to 4:30 p.m.

2016-00094	Database Engineer	Full-time	\$68,730.00 - \$94,594.00 annually	06/08/16	06/29/16
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Department:
 INFORMATION TECHNOLOGY

Position Description:
 The Database Engineer will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions.
 The individual will work in the IT Business Intelligence and Data Services team.

2016-00261	Director, Purchasing (Appointed)	Full-time	\$103,853.00 - \$123,111.00 annually	06/10/16	07/01/16
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Department:

Finance & Property Services

Position Description:

The Director of Purchasing (appointed) is responsible for the purchasing of goods, supplies, construction and services for the City and Minneapolis Park Board in accordance with specifications, state statutes and related ordinances. This position further oversees a centralized Contract Management function, Central Requisition and Receiving unit and a Central Stores inventory function for City departments. The Procurement Division has an annual budget close to \$3 million and 26 full-time staff and supports over \$494 million in annual City spending on procurement.

Salary Range: \$103,853 to \$123,111 annually

***Please submit a cover letter and resume in addition to completing the online application.**

2016-00116	Engineering Technician II	Full-time	\$21.13 - \$29.16 hourly	06/06/16	06/19/16
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Department:

Public Works

Position Description:

Perform paraprofessional civil engineering work and other related duties in the field and office.

Currently in the Public Works Department, the following Division(s)/Area(s) have openings in this position:

- **Transportation Engineering and Design:**
 - **Engineering Laboratory (2)**
- **Traffic and Parking Services (1)**
- **Transportation Maintenance and Repair:**
 - **Sidewalk Inspector (1)**

The eligibility list that is created by this posting will be available to any department seeking to fill an Engineering Technician II vacancy over a three month period.

2016-00187	Health Inspector I (FLP)	Full-time	\$22.20 - \$31.38 hourly	06/10/16	06/24/16
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Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

Minneapolis has hotdish and so much more. Home to ethnic and culinary diversity, the City has bicycle cafes, pet friendly outdoor cafes, open-air dining bars, and a vegan butcher, just to name a few of its many unique establishments. With large-scale events a common occurrence, neighborhood farmers markets, and countless outdoor festivals, variety is the name of the game! 80% of establishments are independently owned, and new things in Minnesota happen in Minneapolis first.

This position is perfect for an outgoing self-starter who loves interacting with the community, learning new things, and not spending a lot of time at a desk! The Health Department provides opportunities for training and continuing education, career development, and tools and technology to get the job done. This is an independent self-driven position with a lot of room to make judgment calls, while still having the support of a team.

This position is with the Minneapolis Health Departments Food Lodging Pools (FLP) Division and is mainly focused on food, pool and lodging inspections. A Health Inspector I (FLP) conducts inspections and investigations involved with the enforcement of food codes and regulations pertaining to environmental health and safety and consumer protection.

There is one (1) full-time, non-exempt vacancy. Work schedule flexibility is required. This is a seven- (7-) day-a-week operation. This could include, as needed, some evenings and weekends. Incumbents work five (5) days, 40 hours per week with some on-call responsibilities.

Incumbents will receive formal and on-the-job training in techniques and procedures essential to conducting various environmental health and safety inspections, investigations and enforcement activities.

2016-00194	IT Security Engineer II	Full-time	\$68,730.00 - \$119,594.00 annually	05/11/16	06/17/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

***Salary Note:** The top end of the salary schedule listed includes a market rate adjustment *up to* \$25,000 and *may* be considered depending on qualifications.

Perform technical duties related to the City's Information Technology Security Program in risk management, infrastructure management, security evaluation and testing of IT products, and forensic investigations of IT incidents.

AMENDED: The job posting has been extended to Friday, June 17, 2016.

2016-00263	Inspector-Building Trades, Plumbing	Full-time	\$34.92 - \$34.92 hourly	06/06/16	06/13/16
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Department:
CPED

Position Description:

Under supervision, enforce the Minnesota State Plumbing Code and City of Minneapolis Ordinances in new and existing structures. Conduct field inspections (site visits) of new and remodeled/altered plumbing and gas piping systems as defined in City ordinances to assure compliance with established State and local codes and standards and thereby ensuring 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 property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

2016-00267	Office Support Specialist III	Full-time	\$18.95 - \$26.40 hourly	06/06/16	06/15/16
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Department:
Finance & Property Services

Position Description:

Provide high level clerical and administrative support in Procurement Division of the Finance and Property Services Department working closely with the operational activities and/or providing technical assistance to staff.

Starting Salary: \$18.95 - \$26.40 hourly

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.

2016-00209	Professional Engineer-C	Full-time	\$70,637.00 - \$90,102.00 annually	06/06/16	06/24/16
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Department:
PW - Trans Engineering & Design

Position Description:

Performs a variety of professional engineering work in the design, review and preparation of plans and specifications for engineering projects and development projects, supervision of construction projects and the maintenance of facilities.

2016-00220	Software Engineer II - ServiceNow	Full-time	\$68,730.00 - \$94,594.00 annually	06/09/16	06/19/16
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Department:
INFORMATION TECHNOLOGY

Position Description:

Anticipated starting salary range: \$80,153-84,357/annual salary, depending on qualifications.

Develop and support applications on the City enterprise service management system - ServiceNow, to maximize efficiency and capitalize on the full features and benefits of the system.

2016-00179	Supervisor, Engineering Technician II	Full-time	\$71,550.00 - \$78,185.00 annually	05/24/16	06/17/16
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Department:
PW - WATER TREATMENT & DISTR.

Position Description:

This position is located in the Public Works Department's Water Treatment and Distribution Services Division.

This position will manage the efficient delivery of high level technical engineering and administrative support services for the Water Treatment and Distribution Services Division; manage resources and oversee staff engaged in providing high level technical engineering and administrative support to the division; and assist in the design, implementation, and maintenance of a records management systems for Engineering and Treatment that provides up-to-date information and historical reference.

2016-00150	Systems Engineer II	Full-time	\$68,730.00 - \$94,594.00 annually	06/07/16	06/17/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

Guide and manage new and existing information technology products and software through the information technology life cycle.

Anticipated starting salary range: \$76,127 - \$84,357, depending on qualifications.

2016-00201	Technology Services Coordinator	Full-time	\$58,798.00 - \$80,908.00 annually	06/13/16	07/08/16
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Department:

CONVENTION CENTER

Position Description:

The Minneapolis Convention Center is adding multiple phases of digital signage throughout the facility to enhance services that are available for events. The Technology Services Coordinator will be an additional position that will focus and develop the marketing and production environments of this expanded digital services group. Digital Services at the Minneapolis Convention Center is a component of Technology Services that delivers in-house audio/visual and exhibitor services.

A Technology Services Coordinator acts as Minneapolis Convention Center (MCC) technology liaison with MCC partners in marketing, sales, booking, and event coordination. And provides oversight in the areas of audio/visual, computer services, technical staff time, video production and video signage to contracted and potential clients in order to positively impact ancillary revenues.

There is currently one (1) exempt, full-time vacancy to be filled in the Technology Services Department under the Technology Division at the Minneapolis Convention Center (MCC). Incumbent reports to the Event Services Manager.

This position requires working an irregular schedule (including days, evenings, weekends, and holidays). Adjustments of work schedule, breaks, etc., may be required upon short notice.

Job #	Job Title	Promotional Opportunities		Issue Date	Filing Date
		Job Type	Salary		
2016-00253	Customer Service Agent II	Full-time	\$21.13 - \$29.16 hourly	06/06/16	06/17/16

Department:

311

Position Description:

****This position is restricted to current City of Minneapolis employees****

The Customer Service Agent II will receive and process non-emergency calls for government services, city services and all Blue Page number calls from residents, businesses and visitors; and function in a lead worker capacity over Customer Service Agents I assisting in the coordination of daily work assignments, monitoring call center operations , preparing reports on shift activities, etc.

311 hours of operation are Monday through Friday 6:45 a.m. to 7 p.m. and Saturday - Sunday 7:45 a.m. to 4:30 p.m.

2016-00272	Principal City Planner	Full-time	\$65,033.00 - \$89,523.00 annually	06/13/16	06/23/16
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Department:

CPED

Position Description:

****This position is restricted to current City of Minneapolis employees****

Responsible for the analysis, preparation, development and presentation of plans and projects in one or more phases of planning work.

2016-00203	Senior Inspector Building Trades - Plumbing	Full-time	\$37.82/Hour	05/17/16	Continuous
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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.

2016-00254	Water Works Service Worker I	Full-time	\$22.10 - \$24.98 hourly	06/08/16	06/21/16
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

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

Under supervision to perform manual and semi-skilled work in the maintenance of the City's Water Distribution System.

Availability: This position may involve shift work -- occasional weekend duty -- and/or requests to return to work for emergency water main repairs on a 24-hour basis, in all weather conditions.