



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 27, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00094	Database Engineer	Full-time	\$68,730.00 - \$94,594.00 annually	06/08/16	06/29/16

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.

Required Qualifications:

Education

Bachelor's Degree in Computer Science.

Experience

Six years of experience in information technology, which have included four years' experience maintaining or troubleshooting enterprise database systems or comparable large database applications.

Equivalency

An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

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.**

Required Qualifications:

Education: Bachelor's Degree in Business Administration, Business Law, Marketing, a highly related field or equivalent in-depth specialized training program.

Experience: At least six years of job-related work experience managing a centralized purchasing operation, which has included a minimum of three years in a managerial capacity.

Equivalency: An equivalent combination of education and experience may be considered.

2016-00116	Engineering Technician II (Amended)	Full-time	\$21.13 - \$29.16 hourly	06/06/16	07/04/16
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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.

Required Qualifications:

Minimum Qualifications: Eighteen months training in Civil Engineering Technology or equivalent.

Minimum Experience: Two years of experience performing similar duties to those noted in the typical job duties and responsibilities listed above.

Equivalency: An equivalent combination of related education/experience may be considered.

License/Certifications: Must possess and continue to maintain a valid Driver's License.

For an Engineering Laboratory position only: as a condition of employment, must obtain the MnDOT Certifications listed below, within 24 months of hire.

- Aggregate Production
- Grading and Base 1
- Concrete Field 1
- Bituminous Street 1 (which combines Bituminous 1 and 2)
- And at least one other advanced certification in concrete field, grading and base, and/or bituminous.

Note: Any additional MnDOT Certification is highly desirable.

2016-00288	Labor Relations Coordinator	Full-time	\$88,014.00 - \$104,335.00 annually	06/21/16	07/01/16
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Department:

HUMAN RESOURCES

Position Description:

With minimal supervision, responsible for negotiating assigned collective bargaining agreements, managing grievance procedures, and serving as an management consultant on all types of labor relations matters, including strategy and tactics development.

Required Qualifications:

MINIMUM QUALIFICATIONS:

Bachelor's Degree Human Resources, Labor Relations, or equivalent.

MINIMUM EXPERIENCE:

Five years of experience performing duties related to those in the position, including experience handling grievances, and acting as a first or second chair labor negotiator.

EQUIVALENCY:

An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

WORKING CONDITIONS:

Normal Office Setting.

2016-00091	Operations & Maintenance Intermittent Specialist - 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.

Required Qualifications:

Education:

Ability to follow oral and written instructions. Able to clearly read, write, speak and understand English. High School diploma or Equivalent preferred.

Desirable Qualifications:

- Customer Service/ Hospitality/ Client Interaction
- Related experience to position

2016-00285	Senior Project Coordinator Full-time - Residential & Real Estate Development	\$69,041.00 - \$87,244.00 annually	06/21/16	07/05/16
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Department:

CPED

Position Description:

The City of Minneapolis seeks a housing development professional to coordinate the acquisition and disposition of vacant lots and structures for housing development projects in Minneapolis. This staff position is also responsible for managing assigned housing development projects, administering various public financing programs, assorting with private investment in the development and presenting all aspects of the project to the various stakeholders, including the City Council Community Development Committee.

Required Qualifications:

Required Education

Bachelor's Degree in Business Administration, Political Science, Public Administration, Economics, Real Estate, Urban Planning or a related field.

Required Experience

Five (5) or more years of housing development, real estate development, or community development experience.

Equivalency

An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

Licenses/Certifications

Applicants with Housing Finance Professional 1 certification from the National Development Council or comparable housing development certification are preferred.

Desirable Qualifications -- Cultural competency

Ability to relate and work effectively with people from diverse cultural, economic and ethnic backgrounds.

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.

Required Qualifications:

Education:

Bachelor's Degree in Hospitality Management, Business, or a related field.

Experience:

Five (5) years of experience in planning and coordinating technical production support for large-scale

corporate productions / meetings, concerts, and/or entertainment productions, including technical A/V meeting support.

***Note:** Fully describe the duties you actually performed, the specific technology services you dealt with and in what capacity, your level of interaction with clients, your level of responsibility, by whom you were employed, etc.

Equivalency:

An equivalent combination of related education and/or experience may be considered.

Election Judges	Part-time	\$12.60-\$13.30 hourly	04/01/16	07/31/16
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Department:

City Clerk

Position Description:

Ever thought about helping out in a polling place on Election Day? Election judges are the people who help their neighbors cast ballots in every election running each polling place. Minneapolis needs close to 2,000 election judges to make Election Day happen. Could you be one?

Election judges are needed for the following:

- Primary Election on August 9
- General Election on November 8
- Absentee voting locations throughout the election season

You can serve at a polling place close to where you live or, if you're willing, anywhere in the City. On Election Day, you can work part-time or the full day (6 a.m.-10 p.m.).

As election judges we serve as the Gatekeepers of Democracy. As the public's guardians of freedom within a democratic society, we are responsible for the integrity of the election process. On behalf of the people of the City of Minneapolis we proudly conduct elections with accuracy, integrity and dignity. We conduct ourselves and serve the voters in a manner that maintains public trust and confidence in honest and impartial elections. State law allows for time off from work without loss of wages (Minnesota Statute 204B.195).

Job Duties and Responsibilities:

You may be assigned to one or more of the following positions during an election day:

- **Head Judge:** in charge of the polling place.
- **Greeter Judge:** directs traffic flow and maintains order.
- **Roster Judge:** signs in voters who registered in advance.
- **Registration Judge:** registers voters who did not register in advance.
- **Demonstration Judge:** explains how to mark a ballot.
- **Ballot Judge:** provides the ballots to the voters.
- **Ballot Counter Judge:** oversees the ballot counter and hands out "I Voted" stickers.
- Additional duties include setting up and closing down the polling place, and certifying the polling place results.

Required Qualifications:

- Enjoy assisting and serving diverse populations.
- Able to communicate clearly with voters.
- Strong understanding of and commitment to nonpartisanship.
- Available to work long hours.
- Able to handle stressful situations calmly and professionally.
- Attention to detail.
- Basic computer skills/familiarity.

- U.S. citizen eligible to vote in Minnesota.
- Able to read, write, and speak English.
- Fluency in Somali, Spanish, Hmong, Oromo, and/or American Sign Language (desired).
- Must complete an election judge training course (at least two hours).
- Must be available for the August 9th primary, the November 8th general election, and/or at absentee voting locations throughout the election season.
- Must not be the spouse, parent, stepparent, child, stepchild, sibling, or stepsibling of any election judge serving in the same precinct or of any candidate in that election.
- Must not live, either permanently or temporarily, with any candidate on the ballot at that election.
- Must not be a candidate in the election.

Apply online:

<http://vote.minneapolismn.gov/judges/APPLICATION>