



## 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, July 11, 2016*

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00289	Assistant City Attorney I - Civil Litigation	Full-time	\$71,192.00 - \$103,398.00 annually	06/27/16	07/18/16

**Department:**  
ATTORNEY

**Position Description:**

Under general supervision of the Litigation Manager, the Assistant City Attorney I assigned to the Litigation Team performs professional legal work of ordinary difficulty and complexity involving civil litigation and related matters. Represents the City of Minneapolis, and its various departments, boards, and commissions, in civil litigation and related matters, including advice concerning investigation and development of cases, broad policy level guidance, and representation.

**Application Process:** ALL applicants MUST submit a completed:

- City of Minneapolis application (in TeamMinneapolis)
- A copy of your attorney's license (submit via TeamMinneapolis)
- Resume (submit via TeamMinneapolis)
- Response to screening questions (in TeamMinneapolis)

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.

**Salary Range:** \$71,192 - \$103,398

2016-00297	Early Intervention Specialist	Full-time	\$56,715.00 - \$78,390.00 annually	06/30/16	07/15/16
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**Department:**  
Police Department

**Position Description:**

The Early Intervention Specialist with the Minneapolis Police Department will provide recommendations to the Early Intervention Committee, MPD Supervisors and Managers about candidates for the program based on review of MPD employee and other records including database records, Workforce Director, and job performance information.

The current vacancy is an exempt position with the Minneapolis Police Department.

2016-00282	Event Operations Manager (Appointed)	Full-time	\$94,493.00 - \$112,016.00 annually	07/01/16	07/29/16
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- AMENDED

**Department:**  
CONVENTION CENTER

**Position Description:**  
**The salary range for this posting has been amended.**

An Event Operations Manager is one of several Manager Convention Center positions under the Minneapolis Convention Center (MCC) who are responsible for the supervision, management and coordination of the day to day activities of the assigned Division(s) of the Convention Center, including planning, organizing, controlling and monitoring, and developing policy and procedure with an emphasis on effective, efficient, and high quality service.

The Minneapolis Convention Center is hiring for the appointed position of Event Operations Manager. There is currently one (1) exempt, full-time vacancy to be filled. The Event Operations Manager supervises the Event Operations department. The Event Operations department is responsible for all "housekeeping" tasks that will typically include room set, event and restroom maintenance as well as all facility cleaning. Department tasks are performed by Operations and Maintenance Specialists (OMS) (80 employees) and Building Maintenance Workers (BMW) (20 employees).

Typical daily work shifts for OMS staff begin at 6:30 AM; 11:30 AM; and 5:00 PM. Typical daily work shifts for BMW staff begin at 4:30 PM. Work shifts are adjusted as needed to deliver required service levels. Department shifts are led by Event Operations Supervisors (7 employees).

This position requires working an irregular schedule that will include leading an operational shift when vacations are scheduled or when a last minute illness occurs (including days, evenings, weekends, and holidays). Adjustments of work schedule, breaks, etc, may be required upon short notice.

**Salary Range:** \$94,493 - \$112,016

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

2016-00292	Firefighter Cadet - EMS Academy Student Interns ONLY	Full- time	\$17.31 - \$17.31 hourly	07/04/16	07/15/16
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**Department:**  
Fire Department

**Position Description:**  
**This position is RESTRICTED to current EMS Academy Student Interns of the Minneapolis Fire Department. Applicants will not be considered further and will be disqualified if they are not currently enrolled in the Minneapolis Fire Department's EMS Academy Student Internship program.**

**\*\*THIS POSTING IS NOT TO BE CONFUSED WITH THE FIREFIGHTER CADET POSITION THAT IS ANTICIPATED TO OPEN IN LATE FALL 2016/EARLY WINTER 2017\*\***

**Description**  
Attend college courses and other training in preparation for assuming the position of Firefighter upon qualification.

2016-00303	Senior Applications Analyst - BI Developertime	Full-	\$68,730.00 - \$94,594.00 annually	07/11/16	07/29/16
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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 vacancy 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.

2016-00290	Transportation Planner-C	Full-time	\$67,756.00 - \$92,631.00 annually	07/06/16	07/27/16
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**Department:**

PW - Transportation Planning & Programming

**Position Description:**

Assist in all aspects of transportation planning related to regional and citywide transportation projects and initiatives, including development, analyses, review, and implementation of transportation plans, policies, programs, and systems. This position reports to a Supervisor, Transportation Planner - Transportation Planning & Programming Division.

**Promotional Opportunities**

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00183	Field Supervisor (Night Shift)	Full-time	\$72,981.00 - \$79,749.00 annually	07/06/16	07/15/16

**Department:**

REGULATORY SERVICES

**Position Description:**

Provide leadership and direct hands-on supervision on technical animal control work, customer service, and policy and legal aspects of Minneapolis Animal Care & Control field work.

Work hours are 2:00 pm to 10:00 pm and may vary.

2016-00279	Fire Investigator- MFD	Full-time	\$27.05 - \$29.84 hourly	07/04/16	07/15/16
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**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**

Investigate all fires with an estimated loss of 100 dollars or more, for the purpose of determining cause and origin.

2016-00300	Program Assistant	Full-time	\$21.72 - \$30.32 hourly	07/06/16	07/15/16
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**Department:**

INFORMATION TECHNOLOGY

**Position Description:**

Restricted to current employees in the Information Technology department.

In a non-supervisory capacity participate in clerical, technical, and administrative work for the Information Technology Department, relieving executives and professional staff of routine work, or provide support to specific programs and activities ensuring efficient operation.

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.