



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, August 8, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00307	Administrative Assistant Full- to Police Administration time		\$26.01 - \$32.91 hourly	08/04/16	08/18/16

Department:

Police Department

Position Description:

Responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Enhance executive staff effectiveness by providing information, management support and performing confidential and administrative duties.

The hours of this position may vary depending upon the needs of the department. This position is a non-exempt and non-represented position.

2016-00189	Business System Manager – Supervisory	Full- time	\$68,002.00 - \$90,700.00 annually	07/19/16	08/14/16
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Department:

PW - FLEET SERVICES

Position Description:

The Business System Manager will be responsible for the maintenance, analysis and end user support of the inventory management system. They will function as a bridge between department operations and technology by responding to business needs and improving system processes.

Starting salary range may be between \$68,002.00 and \$83,448.00, depending on qualifications.

2016-00329	Case Investigator - Criminal Division	Full- time	\$51,364.00 - \$70,603.00 annually	08/02/16	08/19/16
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Department:

ATTORNEY

Position Description:

There is currently one (1) exempt vacancy to be filled in the Criminal Division of the City Attorney's Office.

PRIMARY RESPONSIBILITIES:

Investigate Criminal cases to facilitate prosecution of such cases. Confer with law enforcement officials, defendants, witnesses, and others. Prepare reports and other documents.

Salary Range: \$51,364 - \$70,603 Annually

2016-00334	Equity Program Assistant	Part- time	\$24.42 - \$31.42 hourly	08/04/16	08/11/16
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Department:

CITY COORDINATOR

Position Description:

The Equity Program Assistant for the City Coordinator's Office of Equity & Inclusion will work in partnership with Human Resources, our Arts, Culture and the Creative Economy program and other City leaders to aid employees in growing both the capacity and skillset to address race and racial equity as well as translating this knowledge into work that results in institutional and systemic change.

About the City Coordinator's Office of Equity & Inclusion:

The focus of the City Coordinator's Office of Equity & Inclusion is to address disparate impact on communities of color and Indigenous People through City of Minneapolis policies, procedures and practices. We partner with staff, leaders, elected officials across the City enterprise, and the community to identify opportunities to remove barriers for economic and social progress in our city. The City of Minneapolis is committed to ensuring equity for all protected groups (i.e., gender, age, ability, LGBTQI, etc.). Race is not a singular identity for anyone. Who we love, our gender, physical abilities, religion, nationality, place of residency, and more shape the way we view the world and the way society and the laws governing it influence us. As a result, we intentionally assist staff in exploring the intersection of all identities with regard to race.

Our City Council defines racial equity as "the development of policies, practices and strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race."

Our work focuses on five key areas – culture development, department planning, enterprise alignment, reporting, and partnership. In order to be a model city advancing racial equity, we need a common language and culture that fosters this value.

Position Description:

In a non-supervisory capacity, participate in clerical, technical, and administrative work for the City Coordinator's Office of Equity and Inclusion, relieving executives and professional staff of routine work, or provide support to specific programs and activities ensuring efficient operation. Perform work promoting the City's achievement of its adopted racial equity priorities through the coordination of the City Coordinator's Equity & Inclusion enterprise culture development initiatives. **This is a temporary, part-time (29 hours per week) position through December 31, 2016 and is NOT eligible for benefits.**

Anticipated starting salary range:

\$24.42-\$25.71/hour, depending on qualifications.

2016-00306	Executive Assistant to the Police Chief	Full-time	\$28.27 - \$35.77 hourly	08/04/16	08/18/16
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Department:

Police Department

Position Description:

The Executive Assistant to the Police Chief will provide executive support in a one-on-one working relationship with the Police Chief and serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Police Chief.

The hours of this position may vary depending upon the needs of the department. This is an exempt and non-represented position.

2016-00328	Family Support Specialist II	Full-time	\$52,580.00 - \$72,768.00 annually	08/01/16	08/21/16
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Department:

CPED

Position Description:

Responsible for planning, design, implementation and management of the Department of Labor (DOL) Pathways to Justice Careers (PJC) project.

This project is designed to provide career exposure, case management, mentoring and work experience to 125 high school age juniors and seniors in justice and emergency services careers.

This is a 24-month grant-funded position that is benefit eligible.

2016-00264	Logistics Section Chief -Full- - Office of Emergency Management	time	\$75,150.00 - \$96,009.00 annually	08/01/16	08/12/16
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Department:

EMERGENCY MANAGEMENT

Position Description:

As part of the Office of Emergency Management (OEM) General Staff, the Logistic Section Chief (LSC) is an Emergency Management Planning Administrator that works directly with the Director of OEM and is responsible for leading, directing coordinating, evaluating and improving all activities related to the comprehensive emergency management program within the areas of risk assessment, Multi Agency Coordination Systems (MACS) resource needs assessment, prevention, mitigation, MACS resource management contingent workforce staffing and the overall logistical support of the MACS.

There is one (1) vacancy for Logistic Section Chief (LSC) which is an exempt, fulltime, grant-funded opening. This grant is currently fully funded.

Salary Range: \$75,150 to \$96,009

2016-00274	Manager, Finance	Full- time	\$75,266.00 - \$96,427.00 annually	08/04/16	08/19/16
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Department:

Finance & Property Services

Position Description:

Manage a team that provides accounting and financial reporting, budget, cost allocation and financial planning services to the Internal Service Fund (Engineering Lab, Property Services, Central Stores/Traffic Stores, IT, Fleet Services, and Self-Insurance Fund) customer departments along with the related General Fund (City Attorney, Human Resources, and City Clerk/City Council/Elections) departments; serve as a liaison between Finance and the assigned customer departments; provide leadership to and oversee the City's Financial Management System activity related to these customer departments and cost allocation processes.

Salary Range: \$75,266 - \$96,427 annually.

*Ideal candidate is anticipated to be offered with a starting salary between \$75,266 - \$88,717

2016-00332	Manager, Finance - Internal Controls and Financial Risk Manager	Full- time	\$75,266.00 - \$96,427.00 annually	08/05/16	08/26/16
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Department:

Finance & Property Services

Position Description:

Manage and provide leadership to a team that is responsible for the oversight of the City's internal control and financial risk management of the City's business processes including assessment and monitoring; grant accounting, reporting and sub-recipient monitoring processes; inventory management and controls; bank reconciliation for cash management and credit card processing and controls; the City's employee reimbursement process and related policies and procedures; and the reconciliation of the various modules and account balances within the City's financial management system and general ledger.

Salary Range: \$75,266 - \$96,427 annually

2016-00119	Police Cadet	Full- time	\$20.02 - \$20.02 hourly	08/01/16	08/19/16
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Department:

Police Department

Position Description:

Attends and successfully completes a program in law enforcement with a department authorized institution for the purpose of meeting the academic and technical skills requirements of the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board.

- Cadets hired will be promoted to Police Officer upon successful completion of the P.O.S.T. Board academic, skills requirements, completion of academy and successfully meet the academy fitness standards. Current salary range for Police Officer begins at \$56,097 per year, with the final step at \$71,593 per year.
- Cadets hired must commit to three years of employment with the Minneapolis Police Department following their promotion to Police Officer or pay back, on a pro-rated basis, the costs of the tuition paid by the department for the academic training and/or the skills course.
- Failure to successfully complete the Minnesota P.O.S.T. Board licensing exam and meet the academy fitness standards at the end of academy may result in termination.

Supplemental documents will not be accepted by email, fax or in person. All documents must be uploaded and submitted with your on-line application.

This exam is being offered to establish a list to fill vacancies as they may occur.

INFORMATION SESSION (optional):

The Minneapolis Police Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. Each session will last up to 1.5 hours. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- Cadet Academy and Education Program

Dates:

- Tuesday, July 26, 2016 - 6pm
- Tuesday, August 16, 2016 - 6pm

Location:

Emergency Operation Training Facility (EOTF)
25 37th Ave NE, Fridley, MN 55421

2016-00323	Seasonal Elections Support Specialist I	Full-time	\$17.57 - \$18.87 hourly	08/01/16	08/12/16
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Department:

CITY CLERK

Position Description:

215,806 ballots. 50,668 same-day voter registrations. 81% voter turnout.

In 2012, Minneapolis' voter turnout was the highest in almost 40 years. In 2016, we strive to set new records for people exercising the most important right possessed by a U.S. citizen. But in order to do that, everything has to be ready. New voters need information on where to go and what to bring, experienced voters need updates on new things like early voting options, absentee voters need their ballots! And everyone needs their vote to count.

Join other gatekeepers of democracy to make sure that the 2016 election is conducted with accuracy, integrity, and dignity.

November is coming.

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 in two phases. **Start dates will be on 9/12/16 and 10/19/16.** These are **temporary positions** through 12/1/16.

This position will require working some weekends, evenings and long hours.

Promotional Opportunities						
Job #	Job Title	Job Type	Salary	Issue Date	Filing Date	
2016-00331	Account Maintenance Representative	Full-time	\$16.90 - \$22.81 hourly	08/05/16	08/19/16	

Department:

Finance & Property Services

Position Description:

This position is restricted to current City of Minneapolis employees. Process the daily work orders management routine in all four services, water, sewer, solid waste and storm-water to update system wide work orders previously created so that the information on the customers' account can be accurately updated, including information such as meter equipment, bill payer information, mailing information, storm-water and solid waste billing information, etc.

Salary Range: \$16.90 - \$22.81 hourly

2016-00305	District Lead - Animal Care and Control	Full-time	\$21.75 - \$30.84 hourly	08/08/16	08/17/16	
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Department:

REGULATORY SERVICES

Position Description:

Coordinate, plan, lead, and ensure efficient, cost effective and customer focused animal control in the assigned area.

2016-00203	Senior Inspector Building Trades	Full-time	\$37.83 - \$40.16 hourly	07/28/16	Continuous	
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Department:

CPED

Position Description:

****This position is restricted to current City of Minneapolis Community Planning and Economic Development employees of the Construction Code Services division****

- 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.

***Employees in Senior Building Inspector - Plumbing and Senior Building Inspector - Pipe Trades are members of Plumbers Local #15 or Pipefitters Local #539 and receive a supplemental pension contribution to the Twin Cities Pipe Trades Pension Trust in the amount of \$2.33 for each straight-time hour paid, to a maximum of 2080 hours per year. The supplemental pension fund contribution is in addition to the hourly wage shown above.**