



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 22, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00346	Director, Long Range Planning	Full-time	\$120,586.00 - \$142,947.00 annually	08/19/16	09/23/16

Department:
 CPED

Position Description:
 The City of Minneapolis has an opening for the position of Director of Long Range Planning. This position is dedicated to leading and managing long-range planning and research staff with responsibility for integrating urban design principles into the City of Minneapolis' long range plan for housing, economic development and neighborhood planning.

2016-00345	Enterprise Procurement Specialist	Full-time	\$69,212.00 - \$88,294.00 annually	08/19/16	09/06/16
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Department:
 Finance & Property Services

Position Description:
Position Information: There is currently one exempt, full-time Enterprise Procurement Specialist be filled in the Finance and Property Services Department.

Primary Responsibilities: Responsible for the continuous growth, utilization, and improvements of the P-Card program and for monitoring and ensuring that related policies and procedures are followed to comply with City, State and Federal regulations. Responsible for identifying and creating process improvements, including the implementation of new software and upgrades of existing systems.

Salary Range: \$69,212 - \$88,294 annually

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

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00330	Accountant I	Full-time	\$24.01 - \$33.04 hourly	08/15/16	08/29/16

Department:

Finance & Property Services

Position Description:

This opening is restricted to current City of Minneapolis employees. Perform professional level accounting work in assisting in fulfilling Accounting and Financial reporting responsibilities for the City of Minneapolis.

Salary Range: \$24.01 - \$33.04

2016-00336	Equipment Dispatcher	Full-time	See Position Description	08/18/16	09/05/16
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Department:

PW - FLEET SERVICES

Position Description:

The salary for this position is currently being negotiated.

Manage the daily scheduling and dispatching of personnel and equipment utilized by Equipment Services Division (ESD) users and field and coordinate all equipment-related needs.

This position will work a variety of hours to cover all hours of operation including days, nights and weekends.

2016-00344	Informational Technology Deskside Support Technician II	Full-time	\$22.24 - \$31.38 hourly	08/22/16	08/31/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

Provides on-going remote and on-site level 2 technical support, analysis and troubleshooting for desktop and laptop computers, hardware, software and all IT peripherals devices in the City environment.

Work hours for this position are 8:30 am to 5:00 pm Monday to Friday.

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.**
