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## 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 Thursday, June 25, 2015*

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### Open Jobs

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00214	Account Clerk II	Full-time	\$17.89 - \$24.79 hourly	06/18/15	06/28/15

**Department:**

Finance & Property Services

**Position Description:**

Responsibilities include but are not limited to: analyzing extensive data, ensuring accuracy, and preparing records that deal with complex payrolls, accounting and/or bookkeeping procedures. Assist in audits of financial documents and ensure that documents covering the same financial information match or that appropriate adjustments are made. Audit general ledger interface and account receivable/payable interface between PeopleSoft and COMPASS; identify problems and relay information on to the proper authority. Process online receivable transactions. Process all accounts payable including contracts using online financial transactions and supporting documentation for payable, purchasing and billing transactions.

**Required Qualifications:**

**Required Experience:** Three (3) years of basic accounting or bookkeeping experience.

**Education:** High School Diploma or equivalent.

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2015-00226	Accountant II	Full-time	\$4,624.50 - \$6,391.83 monthly	06/18/15	07/03/15
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**Department:**

Police Department

**Position Description:**

Responsible for all aspects of the accounting function, including developing and maintaining Federal and City Accounts, budget assembly and analysis, closing fiscal month/year-end accounting records and internal audit functions. Provide technical and financial assistance and information to internal staff and external customers on financial issues, providing information and guidance. Develop, coordinate, review, analyze and monitor budgets as assigned, and prepare related financial analysis, business plans, and other external and internal financial reports, within required deadlines. Audit and analyze accounting records and statements, including budget to actual comparisons, reasonability of account balances, and preparation of financial projections. Prepare journal entries, financial statements, reports, and notes to financial statements on a monthly, quarterly, and annual basis including preparation of the City's

comprehensive annual financial report (CAFR) and other reports.

**Required Qualifications:**

**MINIMUM REQUIREMENTS TO BE CONSIDERED:**

**Experience:** Two (2) years of professional level accounting experience which has included preparing financial statements and reports, audit of programs and expenditures, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting.

**Education:** Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field.

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2015-00196	Assessor II	Full-time \$28.18 - \$36.72 hourly	06/22/15	07/10/15
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**Department:**

ASSESSOR

**Position Description:**

Perform technical and specialized field and office work in the assessment of apartments, commercial, industrial, residential and personal property. Review and estimate the market value of apartments, commercial, industrial and complex residential properties. Analyze deeds, mortgages and other legal documents to establish ownership of properties for tax purposes. Inspect, measure and photograph property, and talk with tenants and owners to collect and verify data used as public records for other government departments, tax payers and the general public. Inspect all new real estate improvements and changes to property to determine the effects on market value and determine market value of property. Prepare appraisals and other documents for Board of Equalization hearings, and negotiate a mutually satisfactory result with the owner or representative, or if negotiation fails provide oral and written analysis at hearings. Prepare appraisals and other documents for Minnesota District Tax Court, and negotiate a mutually satisfactory result with the owner or representative, or if negotiation fails provide a narrative appraisal and expert testimony in district Court.

**Required Qualifications:**

**Education:** Bachelor's Degree in Real Estate, Architecture, Engineering, Business Administration or equivalent.

**Experience:** Three years of relevant appraisal experience that includes customer service experience.

**Licenses and Certifications:**

- Certified Minnesota Assessor (CMA) with Income Qualified Accreditation **or** equivalent (see below).  
**Equivalency** - Licensed Certified Residential Appraiser **or** Licensed Certified General Appraiser (Must receive Income Qualification from the Minnesota State Board of Assessors within **24 months of hire**).
- Valid Driver's License.

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2015-00216	Enterprise Procurement Specialist	Full-time \$67,689.00 - \$86,351.00 annually	06/16/15	06/30/15
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**Department:**

## Finance & Property Services

### **Position Description:**

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. Provide subject matter expertise on behalf of the Procurement Division to assist in ongoing projects or tasks, identifying issues requiring improvements and research for third-party solutions to improve those procurement processes. Prepare training materials and provide training for the various roles involved in the P-Card program and offer ongoing support for the participants as needed. Administer spending limitations, monitor and assess completeness and quality of reconciled statements and supporting documentation. Audit program on a regularly scheduled basis to ensure compliance and take action as set forth in policies and procedures.

### **Required Qualifications:**

**Experience:** Four years of related experience, which includes public purchasing experience in an administrative role with corporate credit, P-Card or Travel Card Programs a large complex organization, experience with writing and enforcement of policies, procedures and internal controls.

**Education:** Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent.

**Licenses/Certificates:** Any Purchasing Card certification is preferred.

2015-00231	Manager, Equity and Inclusion	Full-time \$83,592.00 - \$102,501.00 annually	06/24/15	07/12/15
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### **Department:**

CITY COORDINATOR

### **Position Description:**

One of Minneapolis' core values is equity; we strive for "fair and just opportunities and outcomes for all people." To make this value a reality, the City of Minneapolis is hiring two Managers of Equity and Inclusion, dedicated to leading racial and place-based equity initiatives in our city. In its 2015 budget, the mayor and Minneapolis City Council created two new positions to work both within the City enterprise and the community to shape the future of our growing, diverse city. One manager position will focus on eliminating racial and place-based disparities in the community. The other manager position will focus on enterprise equity initiatives. These managers will provide internal and citywide leadership and coordination for the development and implementation of the City's enterprise, community and geographic-focused (e.g. Promise Zone) equity and inclusion efforts. Establish and build relationships with a broad set of stakeholders, including city elected officials, department leadership and staff, as well as non-profit, private, and public sector organizations. Use proven and innovative methodologies to engage City staff and the community in development of plans and actions to address racial and place-based disparities.

### **Required Qualifications:**

#### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in related field.

#### **MINIMUM EXPERIENCE:**

At least five years of related experience, in a position requiring comparable work, including experience in a lead role creating transformational change in a complex organization.

2015-00085	Operating Maintenance Engineer	Full-time \$26.68 - \$26.68 hourly	05/15/15	08/14/15
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**Department:**  
CONVENTION CENTER

**Position Description:**

Responsible for the operation, maintenance and performance of technical work on physical plant facilities, including electro magnetic controls, pneumatic systems, HVAC systems, overhead doors, water coolers, refrigeration, plumbing, life safety and security equipment at the Minneapolis Convention Center. Upholding high standards of customer service, independent judgment, and professionalism are required for this position. May perform brazing, soldering, gas and/or arc welding cutting, swaging, and flaring; may change, modify or replace pumps, motors, valves, dampers, pipes, condensers, heat exchangers, etc. May change, modify, or replace pumps, motors, valves, dampers, pipes, condensers, heat exchangers, and make proper alignment adjustments.

**Required Qualifications:**

**Experience:**

Two (2) years of experience as a maintenance engineer or equivalent with experience working on 100 ton or larger air conditioning systems and, a basic plumbing, heating and building maintenance background.

**Education:**

High School Diploma or equivalent. A two (2) year technical/vocational school certificate/degree with emphasis on maintenance or building trades and/or systems is preferred.

**License:**

Must have and maintain a current Class 2-C or higher MN Boiler Engineer License.

2015-00200	PW Service Worker II-C	Full-time \$28.07 - \$28.07 hourly	06/16/15	07/08/15
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**Department:**  
PW - SANITARY SEWER

**Position Description:**

Drive and operate a wide variety of construction equipment and attached mechanical devices used in construction and maintenance work, and perform skilled and manual labor in the repair and maintenance of Public Works infrastructure as directed. Equipment includes: Hydraulic crawler backhoes, front end loaders, skid-steer loaders, motor graders, rollers, asphalt pavers, bulldozers, slip form concrete equipment, chip spreaders, boom trucks, cable and hydraulic cranes, rollers, trailers, trucks, snow and ice control equipment, i.e. maintenance tractors, sweepers, truck-mounted sewer cleaning equipment, jet trucks, vac trucks, flushers, hydraulic rubber tire excavator, and maintenance trucks and other equipment, as assigned. Work with crew members in the tagging and flagging of heavy equipment, including cranes, and assist with traffic control on the job to ensure productivity and safety. May be required to flag traffic at, around and/or through a fixed or mobile work zone. Perform numerous construction and maintenance

manual and skilled labor tasks for a number of Public Works functions, including removal, replacement or placement of infrastructure (i.e. various types of pipe or conduit, manholes, curb and gutter, concrete, asphalt, etc.).

**Required Qualifications:**

**AGE:** Applicants must be at least 18 years of age by **Wednesday, July 8, 2015.**

**MINIMUM QUALIFICATIONS:** High School Diploma, GED or equivalent with specific training related to equipment operation

**MINIMUM EXPERIENCE:** At least one year of experience (within the last five years) operating two (2) of the following pieces of equipment: rubber tire tractor (with backhoe), motor grader, asphalt spreader, cable crane, bull dozer, hydraulic crawler backhoe, hydraulic rubber tire excavator, or skid-steer loader.

**LICENSES/CERTIFICATIONS:**

- Possess, and continue to maintain, a Class B (or better) Commercial Driver's License with no Air Brake Restrictions and with Tanker Endorsement; and,
- Within six (6) months of hire, able to obtain and maintain a Class A Commercial Driver's License.
  - Applicants must be able to present proof that they have successfully completed both the written and behind-the-wheel road test for their Commercial Driver's License.
  - Applicants must be able to present proof of a current/valid Commercial Driver's License with Tanker endorsement at the time of each exam testing (written, physical agility and practical exam) and at the time of hire.

**“PERMIT” Commercial Driver's License ARE NOT acceptable.**

2015-00144	Professional Engineer - Parking Services AMENDED*	Full-time \$70,637.00 - \$90,102.00 annually	05/25/15	07/06/15
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**Department:**

PW - Traffic and Parking Services

**Position Description:**

Perform a variety of professional engineering work in the preparation of plans and specifications for engineering projects, supervision of construction projects and the maintenance of facilities. Provide technical expertise and leadership within the Traffic and Parking Services Division in resolving complex Parking Operations and design issues.

**Required Qualifications:**

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Civil Engineering from an accredited college or university.

**MINIMUM EXPERIENCE:** Four years of engineering related experience.

**LICENSES/CERTIFICATIONS:** Valid Registration as a Professional Engineer in the State of Minnesota. It is highly desirable that persons possess, and continue to maintain, a valid driver's license by time of hire.

2015-00134

Program Assistant, Non- Full-time \$21.72 - \$30.32 hourly  
Supervisory

06/22/15 07/03/15

**Department:**

Finance & Property Services

**Position Description:**

In a non-supervisory capacity participate in clerical, technical, and administrative work for the Treasury, Executive, and Controller Divisions of the Finance & Property Services Department. They will relieve the division directors and their professional staff of routine work, and provide support to specific programs and activities ensuring efficient operation under the discretion of the Director of Treasury. The position's work is generally distributed across the above Divisions in a 60/20/20 split with the majority of the work being done in Treasury. Interpret policies and ordinances and handle requests for technical information on functions and procedures of the assigned divisions. Perform research, evaluation and analysis. Schedule and organize meetings and assist in the management of calendars.

**Required Qualifications:**

**EDUCATION:** Post High School education or equivalent.

**EXPERIENCE:** Three years of related work experience.

2015-00207

Sr. Business Application Full-time \$62,970.00 - \$86,655.00 annually  
Functional Analyst

06/22/15 07/03/15

**Department:**

Finance & Property Services

**Position Description:**

Serve as a functional support expert for the City of Minneapolis Enterprise Resource Planning System, PeopleSoft Financial and Supply Chain Management v9.2. Function as a bridge between department business operations, system interfaces, information technology and users by responding to business needs and improving business application processes. Responsible for rolling out additional system functionality; working with technical staff to troubleshoot system issues; responding to help desk tickets and end-user issues; participating in the installation of software maintenance releases and upgrades; conducting system testing; developing new queries and reports; and coordinating and developing end-user training.

**Required Qualifications:**

**EDUCATION:** Bachelor's Degree in computer science, information technology, business administration, public administration, accounting, finance or related field.

**EXPERIENCE:** Five years of progressively responsible experience working with an enterprise-wide information system.

## Promotional Opportunities For City Employees Only

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00202	Lead Code Compliance Specialist (Traffic Control)	Full-time	\$21.33 - \$30.24 hourly	06/24/15	07/05/15

**Department:**  
REGULATORY SERVICES

**Position Description:**  
Act as lead over Code Compliance Specialist (traffic) positions in the field. Train new staff regarding various code enforcement activities as well as traffic control at intersections, and in the use of new technology including automated meters, and IPad technology. Develop and write up standard operating procedures for various enforcement activities and towing, as well as traffic control at intersections. Issue orders and administrative citations for various code violations including, nuisance violations on public or private property.

**Required Qualifications:**

**Required Education:** Post High School Education

**Required Experience:** Two years of experience in Traffic Control which includes exposure to law enforcement, parking enforcement, technology (use experience both in document writing, spreadsheets and handheld use).

**Licenses/Certifications:** Valid Driver's License, First Aid Training

2015-00194	Lead Inspector, License and Consumer Services	Full-time	\$26.58 - \$37.48 hourly	06/23/15	07/03/15
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**Department:**  
CPED

**Position Description:**  
The position will provide Inspectors of License and Consumer Services with support in all technical aspects of assigned duties relating to code enforcement and departmental policies and procedures and with technical

support in the development of SOPs and ordinance amendments. Provide accurate interpretations of code, internal policies and ordinance provisions for Inspectors, business owners, neighborhood organizations, individual property owners, other residents and elected officials. Respond to complaints and investigate assigned businesses for compliance with all applicable codes. Issue orders to correct deficiencies of applicable City Ordinances, re-inspect businesses that orders have been issued on and work with licensees, neighborhood groups and the City Council in an advisory capacity to remediate violations and bring businesses into compliance with ordinance provisions. Issue misdemeanor violation tags and administrative citations and compile necessary information for formal complaints, appeals, City Council Hearings and Hennepin County District Court. Attend hearings, appeal boards, neighborhood groups and City Council meetings upon request for regulated business related issues.

**Required Qualifications:**

**MINIMUM EDUCATION:**

Bachelor's Degree in Business Administration, Urban Affairs, Education, a closely related field with a concentration on Public Affairs or equivalent.

**MINIMUM EXPERIENCE:**

Three years of experience performing work related to Consumer Protection or Code Enforcement.

**LICENSES/CERTIFICATIONS:**

Valid Drivers' License

2015-00211	Supervisor Fire Inspections Services	Full-time \$75,326.00 - \$82,311.00 annually	06/24/15	07/05/15
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**Department:**

REGULATORY SERVICES

**Position Description:**

Supervise, plan, and coordinate the activities of Fire Inspections Specialists and Coordinators to ensure effective delivery of field inspection Services. Administer and supervise various fire inspections programs including: the Rental Licensing and Housing Registration Programs, Conversion/Change of Ownership Program; Community Engagement Projects; Internship Program; Training Programs. Supervise training requirements for staff, including certification maintenance and required training; FIS fleet of cars; Employee Safety; Respond to inquiries from the public, City Council & property owners, regarding administrative citations and code questions. Determine and establish goals and objectives; develop and monitor enforcement tools to ensure compliance.

**Required Qualifications:**

**Required Education:** Bachelor's Degree in Fire Science, Fire Protection Engineering, or a closely related field or equivalent

**Required Experience:** Four years of related experience which has included lead work in the enforcement of fire or housing codes.

**Licenses/Certifications:**

- Minnesota Fire Inspector II Certification or equivalent
- ICC Housing and Property maintenance Inspector
- Valid Driver's License