



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of September 23, 2013

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

#### **Principal Urban Designer -City of Minneapolis Exam #21261 Annual Rate of Pay \$66,781.00 up to \$83,742.00**

The Community Planning and Economic Development Department is seeking a Principal Urban Designer. The Principal Urban Designer will manage and participate in the analysis, preparation, development and presentation of urban design plans and projects in one or more phases of planning/urban design work. **Qualifications: Education:** Master's Degree in Planning, Urban Design, Architecture, Landscape Architecture, or equivalent. **Experience:** Five (5) years of professional experience in Urban Design which has included exposure to the practices and procedures of the phases of urban design projects, and experience within a regulatory framework. **Equivalency:** An equivalent combination of related education and experience will be considered. For a complete job announcement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applicants failing to submit all required material as listed in the job announcement will not be considered. Open for applications until Friday, September 27, 2013**

#### **Urban Designer - City of Minneapolis Exam #21262 Annual Rate of Pay \$48,287.00 up to \$66,829.00**

The Community Planning and Economic Development Department is seeking a Urban Designer. The Urban Designer will perform professional urban design work related to the City's priorities and comprehensive plan requiring excellent graphic, analytical and communication skills; and serve as a resource for research, planning and urban design initiatives. **Qualifications: Education:** Bachelor's Degree in Landscape Architecture, Architecture, Planning, closely related field or equivalent. **Experience:** Two (2) years of related experience. **Equivalency:** An equivalent combination of related education and experience will be considered. For a complete job announcement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applicants failing to submit all required material as listed in the job announcement will not be considered. Open for applications until Friday, September 27, 2013**

### CITY EMPLOYEES ONLY

#### **Committee Clerk #21271 Salary hourly \$19.83 up to 27.14 RESTRICTED**

A Committee Clerk, under general (minimal) supervision, does specialized clerical work of considerable difficulty and complexity. The current vacancy is with the Department of Community Planning & Economic Development (CPED)-Development Services Division. The position supports the development-related boards and commission staffed by CPED as well as provides support to other CPED staff as directed by the manager. Must be able to use Windows XP and Microsoft Office Suite software (emphasis on Word, Excel, Access Database), copy machine, telephone and fax machine. **Qualifications:** High School diploma or equivalent. **Experience:** Three (3) years of senior level clerical experience. **For a complete job description and requirements please review the job announcement in detail at [www.minneapolismn.gov](http://www.minneapolismn.gov). Applications accepted through Wednesday, October 2, 2013.**

#### **Human Resources Senior Associate-Benefits #21270 Hourly salary: \$21.30 up to \$27.01 RESTRICTED**

Assist professional staff by performing diverse and complex tasks in the delivery of a variety of benefits-related services or programs to City operating departments. **Qualifications:** High School Diploma. Post-secondary education is preferred. **Experience:** Three (3) years of senior-level clerical experience. Experience administering retiree medical continuation and COBRA is preferred. **For a complete job description and requirements please review the job announcement in detail at [www.minneapolismn.gov](http://www.minneapolismn.gov). Applications accepted through Friday, October 4, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

**The City of Minneapolis is an Equal Opportunity Employer**