



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

Administrative Assistant

Salary: \$42,840.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, March 21, 2014

GENERAL STATEMENT OF DUTIES:

Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, records control and study projects.

ILLUSTRATIVE DUTIES:

1. Studies management methods in order to improve work flow, to simplify reporting procedures, or to implement cost reductions.
2. Analyzes City department operating practices such as record keeping systems, forms control, suggestion systems, personnel and budgetary requirements to create new systems or to revise established ones.
3. Receives miscellaneous reports related to City operations, such as time records, budget expenditures and statistical performance data.
4. Prepares reports using the above data, including conclusions and recommendations for solution of administrative problems.
5. Acts as delegatee for issuing and interpreting general policies.
6. Assists in preparation of budget needs and annual reports.
7. Responsible for collecting and submitting for approval, all time sheets, bills for the department and/or other expenses associated with the department under the direction and approval of the Department Head.
8. Coordinates/schedules meetings and conferences on behalf of the department.
9. Orders office supplies and maintaining inventory.
10. Performs other duties as deemed necessary.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

1. High School degree and at least six years of progressively responsible clerical or administrative experience; or at least two years of college with specialization in business or public administration and three years of responsible clerical or administrative experience.
2. Strong verbal, written, analytical and interpersonal skills.
3. Must be proficient in various computer software programs.
4. Good knowledge of standard bookkeeping practices and statistical analysis.

EXPERIENCE AND TRAINING:

1. Two years professional experience performing executive support in a corporate or governmental environment.
2. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not intended to be a complete statement of all duties, functions, responsibilities and qualifications that comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS