



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **Administrative Assistant**

**Salary:** \$39,834.00 – 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, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Wednesday, May 13, 2015.**

### **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. Bachelor's degree or equivalent level of experience in public administration, business administration, or grant management preferred.
3. Strong verbal, written, analytical and interpersonal skills.

4. Must be proficient in various computer software programs including Microsoft Office; knowledge of business management software such as MUNIS a plus.
5. 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, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

**Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.**

An Equal Opportunity Employer MF/AA/DIS

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