



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport is now accepting submissions for the position of

## **ALARM ADMINISTRATOR** *Bridgeport Police Department*

**Salary and Benefits:** \$45,650.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

**To Apply:** Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to [COB.Jobs@BridgeportCT.gov](mailto:COB.Jobs@BridgeportCT.gov).

**Accepting complete submissions until the position is filled.**

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms

### **GENERAL STATEMENT OF DUTIES:**

Administers, controls and reviews alarm applications, registration, fines, penalties and Civil Judgments in accordance with the City of Bridgeport Ordinance to reduce the number of false burglar alarms in the City.

### **SUPERVISION:**

Works with a minimum of supervision, reporting directly to the Deputy Chief of Administrative Services. Exercises no direct supervision of other personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Registers all burglar alarm systems.
- Administers the False Alarm Component of the CAD system.
- Maintains accurate alarm records.
- Creates and disseminates education materials related to proper alarm maintenance and operation.
- Works with alarm owners and monitoring businesses to resolve false alarm problems.
- Initiates punitive actions (warnings, fines, penalties and Civil Judgments).
- Collects registration fees and fines.
- Interfaces with Alarm Appeals Officer to provide support documentation for appeals.

## **MINIMUM EDUCATIONAL REQUIREMENTS**

- Associate's Degree from an accredited college or university in Business Administration, Public Administration, Criminal Justice, Law Enforcement, Information Management or similar job-related field preferred but not required.
- Not less than two (2) years of satisfactory professional experience in data base management.
- A satisfactory equivalent combination of experience and education.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of records management policies and procedures.
- Excellent computer skills, including database management.
- Competence in basic bookkeeping.
- Good organizational skills.
- High degree of attention to administrative detail.
- Outstanding written and oral communication.
- Maturity to deal with confidential information.
- Sound judgment to make decisions requiring discretion.
- Excellent customer service skills including conflict resolution.
- Ability to effectively interact with all levels of City government.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

*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.*

*This position will require a pre-employment medical examination and drug testing.*

**An Equal Opportunity Employer MF/AA/DIS**

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