



CITY OF BRIDGEPORT, CONNECTICUT

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

Administrative Assistant

in our Central Grants Department

Salary and Benefits: \$46,655.00 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.

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

Deadline to apply is Friday, October 30, 2020. (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:

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 a delegate 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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

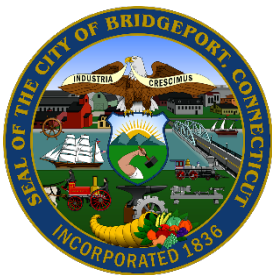
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities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

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles.

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.

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



**CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive/Seasonal Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION									
Last Name					First Name			M.I.	
Mailing Address						Apartment/Unit #			
City				State			ZIP		
Phone				E-mail Address					
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)					
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?				

EDUCATION										
High School				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
College				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
Other				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	

REFERENCES				
<i>Please list three professional references.</i>				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				

PREVIOUS EMPLOYMENT								
Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>			

Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>			

Company					Phone			
Address					Supervisor			
Job Title								
Responsibilities								
From		To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			

IN CASE OF EMERGENCY, PLEASE NOTIFY:					
Name:			Name:		
Relationship:			Relationship:		
Home Phone:			Home Phone:		
Work Phone:			Work Phone:		
Cell Phone:			Cell Phone:		

DISCLAIMER AND SIGNATURE		
Signature		
Date		

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____