

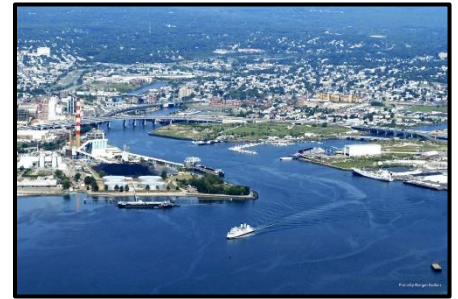


CITY OF BRIDGEPORT, CONNECTICUT

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

Legislative Director *Department of Legislative Services*

The Council's mission is to provide strong, innovative, and effective leadership for the benefit of residents across the city by working to improve the quality of life in each District by ensuring safer streets, furthering education reform, developing a vibrant economy, and implementing groundbreaking programs.



For more information visit: <https://www.bridgeportct.gov/government/departments/city-council/about-city-council>

Salary and Benefits: \$52,026.00 - \$64,167.00 annually. Salary for this position is established per Bridgeport Municipal Ordinance 2.36; "Support Services Class, group 2."

This summary provides brief overview of the benefits available to regular full-time municipal employees, depending on the employee group some of these benefits include health insurance (medical, dental, vision, prescription), life insurance, short- and long-term disability, paid leave (sick, vacation, and personal), paid holidays (13), and more.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for city municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the contract which covers the employee. Additionally, tuition discounts may be available at various Universities and or Colleges that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) (www.osc.ct.gov/rbsd/cmers/muniretire.htm), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at www.socialsecurity.gov.

To Apply: Please email a cover letter, resume, and supplied application to 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).

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

Municipal Profile

The City of Bridgeport is 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. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The Barnum Museum showcases the life and times of the former City Mayor and renowned showman, P.T. Barnum. The Hartford Health Amphitheater holds live music events and other shows. The Total Mortgage Arena brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The Beardsley Zoo is one of the most visited tourist attractions in the State. The Discovery Museum and Planetarium, located in the north end of the city, offers interactive science and space displays. Additionally, there are several theaters and water fronts.

Governing Structure

The city has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the city and adopting the city’s annual budget. Its members are elected by residents of the ten council districts to represent concerns, needs, and issues of their constituents, and work to improve the city’s neighborhoods. All Councilmembers serve a two-year term in office.

GENERAL STATEMENT OF DUTIES:

The Legislative Director shall serve to manage the Bridgeport City Council Department of Legislative Services. This Department will provide professional support to the members of the City Council at their request and will facilitate the work of the Council so that the citizens of Bridgeport are better served by their representatives.

Provides the department with data-driven assignments and specific projects of a technical nature. The position will work closely with various departments, internal staff members, and ensure assignments are completed within a timely manner. The prospective hire will continue to build upon the working relationships of City employees, departments, and external agencies and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Manage the Office of Legislative Services at the direction of the City Council, including all staff and staff meetings as well as the creation of departmental policies.
- Research issues/policy when requested and provide legislative support.
- Coordinate/Update the Council section of the City Web page to increase the public’s access to City Government.
- Coordinate Council Communications including press releases and media advisories.
- Provide non-legal policy guidance, strategy, and direction to members of the City Council.
- Conduct research and prepare recommendations for individual Council Members and Committees as requested.
- Provide a bi-monthly report to the City Council including copies of office timesheets.
- Maintain records including staff, i.e. timesheet, vacation and other benefits.

- Will report to the leadership of the City Council consisting of the President, Majority Leader, Minority Leader, and President Pro Temp of the City Council.
- Coordinate and produce a budget for the Office of Legislative Services.
- Direct the legislative internship program, and the hiring of staff members with the consent of the Council.
- Serve as the Council's liaison to the State Legislature and City Departments at the discretion of Council leadership.
- Compile recommendations for processes and procedures to coordinate and integrate support of the City Council leadership.
- Compile recommendations for processes and procedures to coordinate and integrate support of the City Council with functions of the City Clerk's office.

MINIMUM EDUCATIONAL REQUIREMENTS:

- College graduation with major work in business administration or political science, or related field.
- Any equivalent combination of education and experience is at the discretion of the City.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to develop and maintain effective working relationships with Council Members, City staff and public.
- Must be proficient in a variety of computer software applications: Microsoft Word, Excel, and other Office applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Ability to prepare and present oral and written reports.

LICENSES AND CERTIFICATIONS

- A valid Connecticut Driver's License may be required for transportation between various sites.

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 the 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.
- Additional hours and attending meetings outside regular work hours may be required. The work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone, and other interruptions.

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. The above is intended as general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied,

between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

The City of Bridgeport is an Equal Opportunity Employer

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



Explore Bridgeport: <https://youtu.be/RUzkNS3ta4g>



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

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	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

DEMOGRAPHICS				
For the 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:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

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.