



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **Assistant Special Project Manager (Public Health Emergency Response)** *Department of Health and Social Services*

The Health Department is responsible for promoting and protecting the health and well-being of individuals and communities through various programs, services, and initiatives. Our mission is to provide high-quality public health services that promote and protect the health services of our citizens. We accomplish this by monitoring the effectiveness of our programs, enforcing laws and ordinances that support public health, and collecting critical health data to inform our work. Commitment to excellence is unwavering, and we are proud to be an integral part of building a healthier, happier, and more vibrant Bridgeport.



For more information visit: <https://www.bridgeportct.gov/government/departments/planning-economic-development>

**Salary and Benefits:** \$58,967.00 - \$71,419.00 annually. Salary for this position is established per Bridgeport Municipal Ordinance § 2.36.010; “Technical Class, group 3a.” Cost of living increases shall be afforded as provided for in Ordinance §2.36.010.

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 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 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](http://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 [ssa.gov](http://ssa.gov).

**Application Process:** Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to

[COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov). Please include “Assistant Special Project Manager (PHER)” in the subject line.

**Accepting complete submissions until Sunday, March 3, 2024.**

*(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 controlled substance screening.*

***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 Healthcare Amphitheater](#) holds live music 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 [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

***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](#). Councilmembers are elected by the residents of the ten council districts to represent the 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:**

Contract grant position that serves in fulfilling the contract deliverables for planning and coordination as the Emergency Response Coordinator for the Health Department. The individual will work a minimum of 40 hours per week to ensure the city’s emergency planning efforts and projects are collaborative, operational, and meet the needs of the City of Bridgeport. This position executes related work as required, performed under the general supervision of the Director of Health and/or Departmental authority/designee.

This role requires strong analytical and technical abilities and demands carefully thought-out decisions. The job centers on developing new ideas, systems, and programs, in addition, analyzing and improving established ones. A successful candidate will have a style that is purposeful and directed at advancing the city and emergency response strategy to improve operations and decision making.

**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.

- Develop and maintain, bi-annually local emergency response plans.
- Develops, disseminates, and maintains emergency communications materials for both public and city employees.

- Develop, conduct, and execute workshops, educational initiatives, tabletop exercises, drills, and functional exercises, and real incidents. Develop After Action Reports from tabletop, drills, and functional exercises as well as real world incidents.
- Participate in regional tabletop exercises and drills and functional exercises.
- Coordinates and communicates with local, state, and federal agencies to ensure effective emergency response efforts.
- Performs administrative duties for the department, including preparing and distributing correspondence, preparing/typing plans, procedures, and reports; taking meeting minutes; and maintaining records.
- Maintains and updates equipment and personnel resource databases, and emergency notification lists.
- Performs all necessary administrative tasks associated with grants management, including research, analysis, preparation of reports, meeting materials, and presentations.
- Conduct regular assessments and audits to identify gaps, vulnerabilities, and opportunities for improvement in emergency preparedness efforts.
- Serve as the primary point of contact for emergency response coordination during crisis situations.
- Ability to maintain databases, CTPVS and local HAN.
- Will work cooperatively and in conjunction with the Bridgeport Emergency Operations Center (EOC), as liaison between the EOC and Health Department.
- Ability to be flexible in duties and work hours as coordinator and depending on needs of department, works closely with clinics, nurses, and laboratory.
- On call 24 hours, able to respond to all public health emergencies.
- High security position with need for utmost confidentiality in state and national alert and security information, important to be able to make thoughtful decisions objectively.
- Works cooperatively with all staff to promote the training and preparation of all staff in public health preparedness.
- Submit all programmatic progress and financial expenditure reports quarterly and yearly. Prepares and manages program division budget as necessary.
- Issues oral and written instructions to volunteers and other assigned staff; assigns duties, inspects completeness of assignments and conformance to policies & procedures.
- Performs other duties as assigned including managing special projects, attending operational area meetings and conferences, developing educational material to present to business, professional and community groups, providing backup for other staff, participating in training, etc.

#### Medical Reserve Corps (MRC) volunteers:

- Actively recruit medical and non-medical volunteers to assist with local and regional response to public health emergencies, and particularly the implementation of mass vaccination clinics or mass dispensation of drugs, and planning and conducting the drills.
- Attend and participate in meetings.
- Maintain documentation of loyalty oaths, volunteer activations, trainings, drills and exercises
- Conduct background checks and verify licensure status of all active volunteers as applicable.
- Develop and maintain established standard operating procedures.

#### **MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

- A bachelor's degree from an accredited college or university in public health, health related field, the social sciences or a closely related field AND
- Two years of full-time experience in emergency management activities; OR an equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Minimum three years of professional experience in emergency management with local public health.

- Minimum two years' experience in community/public health.
- Ability to use computer applications such as spreadsheets, calendars, email and database software in performing work assignments.
- Ability to maintain clerical records of considerable complexity and to prepare reports from such records.
- Excellent organizational skills and ability to multi-task. Ability to prioritize competing priorities and make decisions.
- Ability to establish and maintain effective working relationships with other employees, officials, and the public. Ability to work with a diverse client base and to manage the public.
- Bilingual language skills (usually English-Spanish) are advantageous.
- Must be proficient in a variety of computer software applications: including Office 365.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.

#### **LICENSES AND CERTIFICATIONS:**

- A valid Connecticut Driver's License may be required for transportation between various sites.
- National Incident Management System (NIMS)
- Incident Command System (ICS) 100, 200, 700, and 800.
- Public Health Preparedness 101
- Other licenses and certifications as required to fulfill the contract.

#### **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, such as 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 emergency demands. 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 a 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, ROOM 106  
 BRIDGEPORT, CONNECTICUT 06604  
 TELEPHONE: (203) 576-7103



[Explore Bridgeport](https://www.bridgeportct.gov/explore)



**CITY OF BRIDGEPORT, CONNECTICUT**  
**CIVIL SERVICE COMMISSION**  
 CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

|                      |      |
|----------------------|------|
| Position Applied for | Date |
|----------------------|------|

| 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. |  |  |  |   |  |  |  |
| <b>GENDER:</b>  | FEMALE <input type="checkbox"/>                        | MALE <input type="checkbox"/>              | NON-BINARY <input type="checkbox"/>                | PREFER NOT TO SAY <input type="checkbox"/>  |  |  |  |
| <b>ETHNICITY:</b>   | AMER. INDIAN or ALASKA NATIVE <input type="checkbox"/> | ASIAN <input type="checkbox"/>             | BLACK or AFRICAN AMERICAN <input type="checkbox"/> | HISPANIC or LATINO <input type="checkbox"/> |  |  |  |
| NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>  |  | TWO or MORE RACES <input type="checkbox"/> | WHITE <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.