



City of Bridgeport, Connecticut Civil Service Commission

NOTICE JOB POSTING

TO: LIUNA – City of Bridgeport Employees
FROM: Civil Service Commission
DATE: April 2, 2024
RE: Administrative Assistant (CAO)

The **Chief Administrative Office** has an opening for the above-referenced position.

Annual Salary is \$83,811.00 and the Job Description is attached.

If you are a LIUNA affiliated employee and meet the requirements for the above position; you may bid by:

- 1) Submit a resume in person to City Hall, 45 Lyon Terrace, Room 106 during business hours of 9:00 am - 5:00 pm.

OR

- 2) Submit resume to COB.Jobs@BridgeportCT.gov using the Subject line of “LIUNA – Administrative Assistant (CAO)”

This Notice is also available for review on our City’s Career Website
<https://www.bridgeportct.gov/government/departments/civil-service/city-careers>

Deadline for signing is April 16, 2024, at 11:59pm.

JOB DESCRIPTION

Job Title: **ADMINISTRATIVE ASSISTANT (CAO)**
Department: Chief Administrative Office
Reports To: Chief Administrative Officer and/or Department Authority/Designee
Union / Pay Grade: LIUNA
Prepared Date: September 6, 2017

GENERAL STATEMENT OF DUTIES:

Provide office services and support such as answering and directing telephone calls and visitors, writing memos and correspondence, scheduling meetings, maintaining records and files, maintaining office supplies, and maintaining the office budget. Assist department head by coordinating office service activities such as personnel actions, and record keeping.

SUPERVISION RECEIVED: Ranges from Daily to minimal; supervision provided on an as-needed basis

SUPERVISION EXERCISED: None

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.

1. General office duties, including but not limited to: answering and directing telephone calls, distributing mail, preparing mailings, maintaining records and files, preparing reports, making copies, faxing and maintain office equipment.
2. Write memos and correspondence.
3. Handle complex assignments where problem solving, independent data collection and creativity are required.
4. Analyze City department operating practices such as recordkeeping systems, forms control, suggestion systems, personnel and budgetary requirements to create new systems or to revise established ones.
5. Prepare reports using the above data, including conclusions and recommendations for solution of administrative problems.
6. Plan conferences and meetings; make travel reservations and keep calendar of appointments for the executive.
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 Authority.
8. Order office supplies and maintain inventory.
9. Specialized services which are specific to the department (e.g. writing proclamations, assignment of caseloads, intake/discharge of clients). Perform other duties as deemed necessary.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Other administrative and management tasks may be assigned as appropriate.

- Additional duties may be required that are particular to the department.

MINIMUM EDUCATIONAL REQUIREMENTS

High School diploma plus six (6) years of demonstrated clerical or administrative experience,
OR

Two (2) years of college with specialization in business or public administration and three (3) years of demonstrated clerical or administrative experience performing executive support in a corporate or governmental environment.

EXPERIENCE

Six (6) years of progressively responsible clerical or administrative experience with a High School diploma, or three (3) years of responsible clerical or administrative experience performing executive support in a corporate or governmental environment with two (2) years of college and a specialization in business or public administration.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be proficient in a variety of computer software applications: MUNIS, Microsoft Word, Excel and other Office applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Excellent verbal and written communication skills.
- Strong analytical skills.
- Good knowledge of standard bookkeeping practices and statistical analysis.
- Bilingual language skills (usually English-Spanish) are advantageous.
- Must possess the ability to handle sensitive and confidential situations.

LICENSES AND CERTIFICATIONS

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

PHYSICAL DEMANDS

Refer to attached sheet

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Physical & Cognitive Demands

Date: 9/6/2017

Position Title: Administrative Assistant (CAO)

Position #:1130

| Physical Demands | Comment | Frequency (select one) | | | |
|----------------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | Rarely | <1/3 | 1/3 < 2/3 | >2/3 |
| Standing | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sitting | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Use of hands/fingers | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Walking | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending / Stooping | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting | Up to 35 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talking | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Hearing | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seeing | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Tasting / Smelling | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle operation | Type: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Cognitive Demands | Level (select one) |
|-------------------|---|
| Communication | <input type="checkbox"/> Comprehend and use basic language, either written or spoken, to communicate information and ideas <input checked="" type="checkbox"/> Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas |
| Calculation | <input checked="" type="checkbox"/> Perform numerical operations using basic counting, adding, subtracting, multiplying or dividing <input type="checkbox"/> Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols |
| Problem Solving | <input checked="" type="checkbox"/> Formulate and apply appropriate course of action for routine or familiar situations <input type="checkbox"/> Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations |

The above list is intended to be a fair representation of the 'typical' physical and cognitive demands of the position. It is not, nor is it intended to be, a comprehensive listing of all physical or cognitive demands encountered in this position.