



City of Bridgeport, Connecticut Civil Service Commission/Human Resources

NOTICE JOB POSTING

TO: LIUNA – City of Bridgeport Employees
FROM: Civil Service Commission/Human Resources
DATE: May 21, 2024
RE: Executive Assistant (Labor Relations)

The **Labor Relations** has an opening for the above-referenced position.

Annual Salary is \$64,486.00 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 – Executive Assistant (Labor Relations)

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

Deadline for signing is June 5, 2024, at 11:59pm.

CITY OF BRIDGEPORT
JOB DESCRIPTION

EXECUTIVE ASSISTANT

UNION: LIUNA

CLASS CODE: G299

GENERAL STATEMENT OF DUTIES:

Aids executive by coordinating office services, such as personnel, budget preparation and control, records control and study projects.

SUPERVISION RECEIVED:

Acts under the direct supervision of the Department Head.

SUPERVISION EXERCISED:

None.

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 recordkeeping 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. Keeps informed of policies and procedures; answers related internal and external questions within authority.
6. Acts as delegate for issuing and interpreting general operating policies.
7. Assists in preparation of budget needs and annual reports.
8. Prepares memoranda outlining and explaining administrative policies and procedures to department heads, supervisors and managers.
9. Plans conferences and meetings; makes travel reservations and keeps calendar of appointments for the executive.
10. 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.
11. Orders office supplies and maintains inventory.
12. Performs other duties as deemed necessary.

MINIMUM QUALIFICATIONS:

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 performing executive support in a corporate or governmental environment.
2. Strong verbal, written, analytical and interpersonal skills.
3. Must be proficient in various computer software programs.
4. Good knowledge of standard bookkeeping practices and statistical analysis.
5. Ability to organize and prioritize work and to meet deadlines.

EXPERIENCE AND TRAINING:

1. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

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. (4-24-95)