



## NOTICE JOB POSTING

**TO:** City of Bridgeport employees affiliated with the Connecticut Laborers' District Council for the Bridgeport Public Employees Union (aka "LIUNA"), Local 665

**FROM:** Civil Service Commission Office

**DATE:** Monday, May 4, 2026

**RE:** Executive Assistant

The City of Bridgeport's Office of Labor Relations has an opening for the position of Executive Assistant.

This position is responsible for coordinating office services, including personnel, budget preparation and control, records management, and project support. Work responsibilities include supporting the Office of Labor Relations by managing calendars and services, and preparing, maintaining, and reviewing reports related to its ancillary functions. A complete job description is attached.

The essential functions or duties described above are a general statement of 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.

Current annual salary of \$67,417.00.

If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or [COB.JOBS@bridgeportct.gov](mailto:COB.JOBS@bridgeportct.gov). If submitting electronically, please include the following in the subject line: *"Executive Assistant – Member Name – LIUNA Bid."*

**DEADLINE TO APPLY IS Friday, May 15, 2026.** This notice is also available for review on our City's Career Website at [www.bridgeportct.gov/careers](http://www.bridgeportct.gov/careers).

This document serves as a general notice as required by the LIUNA Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

**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)**