



CITY OF BRIDGEPORT, CONNECTICUT

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

ADMINISTRATIVE ASSISTANT *Central Grants Office*

Salary and Benefits: \$55,859.00 per year. This position includes a comprehensive benefits package. 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 may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) 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).

Municipal Profile

The City of Bridgeport is located 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. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms

GENERAL STATEMENT OF DUTIES:

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

SUPERVISION EXERCISED:

Supervises all support staff.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong verbal, written, analytical and interpersonal skills
- Must be proficient in various computer software programs
- Good knowledge of standard bookkeeping practices and statistical analysis

ILLUSTRATIVE DUTIES:

- Studies management methods to improve workflow, to simplify reporting procedures, or to implement cost reductions.
- Analyzes City department operating practices such as record keeping systems, forms control, suggestion systems, personnel, and budgetary requirements to create new systems or to revise established ones.
- Receives miscellaneous reports related to City operations, such as time records, budget expenditures and statistical performance data.
- Prepares reports using the above data, including conclusions and recommendations for solution of administrative problems.

- Acts as delegate for issuing and interpreting general operating policies.
- Assist in preparation of budget needs and annual reports.
- 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.
- Coordinates/schedules meetings and conferences on behalf of the department.
- Orders office supplies and maintain inventory.
- Performs other duties as deemed necessary.

MINIMUM EDUCATIONAL REQUIREMENTS

- High School Diploma and at least six years of progressively responsible clerical or administrative experience; *OR* two years of college with specialization in business or public administration and three years of responsible clerical or administrative experience.
- Two years of professional experience performing executive support in a corporate or governmental environment.
- Any equivalent combination of experience and training which provide a demonstrated potential for performing the duties of the position.

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 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.

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.

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

An Equal Opportunity Employer MF/AA/DIS

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



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. | | | | |
| 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.