



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **Assistant Special Projects Manager (Public Health Emergency Preparedness)**

**Salary and Benefits:** \$55,458.00 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(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please mail, deliver or email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is Friday, March 1, 2019** (Any/all changes to this deadline 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**

Contract grant position that serves in fulfilling the contract deliverables for planning and coordination as the Emergency Response Coordinator for the Health Department.

### **TYPICAL TASKS OR ASSIGNMENTS:**

- Ability to manage grants including excellent word processing and data management and emergency communication skills.
- Recruit lay and 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 the drills.
- Update all current plans and emergency policies and procedures and submit to DPH.
- Ability to maintain databases. CTPVS and local HAN.
- Ability to work collaboratively with other regional emergency response coordinators, an other State and local partners in meeting the grant objectives. Will work cooperatively and in conjunction with the Bridgeport Emergency Operation 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.
- Willing to be 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.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- a. As to educations, training, and experience:
  - Associates degree preferred.
  - Current certifications as CPR instructor, NIMS, Public Health Preparedness 101 and others to full contract.
  - Minimum of three years of professional experience in emergency management with local public health, minimum of two years’ experience in community health and nursing.
  
- b. As to special knowledge, ability, and skill:
  - Must be proficient in a variety of computer software applications: 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.
  - Ability to self-motivate/start.
  - Ability to work a flexible schedule.
  - Demonstrated experience organizing presentations and community meetings.
  - Familiarity with Bridgeport Neighborhoods and working within diverse communities/demographics are advantageous.
  - Ability to maintain essential records.
  - Must possess the ability to handle sensitive and confidential situations.
  - Bilingual language (English/Spanish) skills are advantageous.

**LICENSES AND CERTIFICATIONS**

- Valid Connecticut Driver’s License – This job requires driving.

**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.*

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles.

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.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
 CIVIL SERVICE COMMISSION OFFICE  
 45 LYON TERRACE, ROOM# 106

BRIDGEPORT, CT 06604

**This is the application for the Assistant Special Project Manager (Public Health Emergency Preparedness) position only.**

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume
4. Three (3) professional references (name & contact only)

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission  
City Hall, Room 106  
45 Lyon Terrace  
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:  
[cob.jobs@bridgeportct.gov](mailto:cob.jobs@bridgeportct.gov)

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.

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CITY OF BRIDGEPORT, CONNECTICUT

**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive Employment Application**

Position Applied for	Assistant Special Project Manager (Public Health Emergency Preparedness)	Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
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 <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <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.

*For 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:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_