



CITY OF BRIDGEPORT, CONNECTICUT

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

Chief Administrative Officer

Salary: \$132,374.00 - \$145,428.00 (salary for this position is established per Bridgeport Municipal Ordinance 2.36.010, salary of selected candidate will be negotiable depending on qualifications & experience).

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 and resume to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

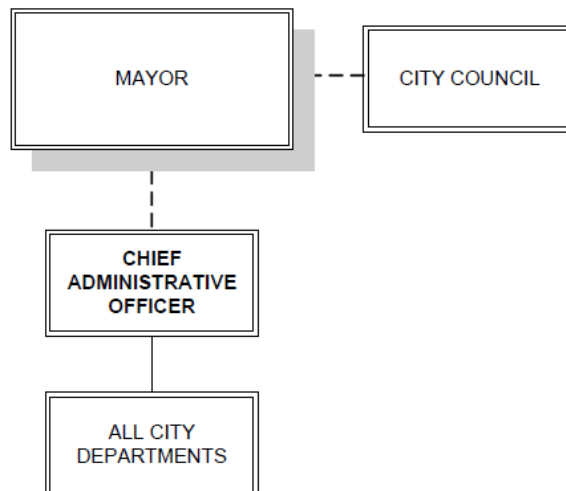
Deadline to apply to be determined. (Any/all changes to the deadline shall be at the discretion of the City of Bridgeport).

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.

Office of the Chief Administrative Officer

The Office of the Chief Administrative Officer is responsible for the coordination of all department management and operational policies and practices for the Mayor. The Chief Administrative Officer is positioned between the Mayor and department heads and reports directly to the Mayor. Additionally, this office has the responsibility and authority of running the daily business activities of the City.



General Statement of Duties:

Position is responsible for providing direct assistance to the Mayor in overseeing and coordinating the daily business, operations and administrative activities of the City.

Typical Tasks or Assignments:

The CAO performs a key role in strategic policy development for the city of Bridgeport and ensures that administrative operations are provided in an effective and efficient manner to support the operation running and strategic aims of the city.

Manages and oversees a budget of over half billion dollars and 2000+ employees.

Provides administrative oversight for 15+ major departments

Allocates resources and expenditures across the city-wide departments and oversees the setting of objectives and evaluation of performance for each of these departments.

Actively promotes a culture of innovation, flexibility and quality in all aspects of administrative operations, and plays a central role in the initiation, development and implementation of special projects and strategic planning for the municipality.

Effectively integrates and improves processes across departments and ensures that the city operates within the provisions of its Charter, Statutes and applicable legislation.

Represents the Mayor externally and maintains contact with appropriate external networks on the City's behalf. Leads and promotes integration between the departments and accepts responsibility for the effectiveness and efficiency of administrative services. Intervenes when required to ensure that the key objectives are met.

Performs related work as necessary.

Education Requirements:

CAO shall have not less than seven (7) years employment in progressively responsible management/administrative position including five (5) years in a direct supervisory capacity, and a degree from a recognized college or university in public administration, business administration or related field;

or IN LIEU THEREOF

A Master's Degree in Public Administration, business administration or related field and a minimum of five (5) years in a responsible management/administrative position in business and/or municipal, State, or Federal government;

Necessary Knowledge, Skills and Abilities:

- Knowledge of principles and practices of public administration.
- Broad knowledge of basic business/management theories.
- Knowledge of State and municipal government operations.
- Knowledge of Federal Regulations, State Statutes, City Charters and ordinances and general governmental procedures.
- Ability to analyze work problems and prescribe remedial actions.
- Ability to plan, direct and control the resources available to the City.
- Good computer skills and knowledge of Word and Excel are essential.
- Ability to plan, schedule, assign and supervise the work of others as required; ability to prepare and maintain accurate records, narrative and statistical reports; ability to carry out assigned projects to their completion.

- Ability to use standard office equipment, including computers, copiers, facsimile machines; ability to read, analyze and interpret departmental budgets professional journals, technical procedures, engineering plans and drawing and governmental regulations.
- Ability to effectively communicate orally and in writing to management, co-workers, customers and the public.
- Ability to write concisely, to express thoughts clearly, and to develop ideas in logical order.
- Ability to prioritize, organize, and perform work independently; ability to make decisions and act quickly.

Special Requirements/Licenses/Certifications:

Must possess a valid State of Connecticut motor vehicle operator's license.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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 hear; speak; sit, stand and/or walk; Ability to exert light physical effort including some lifting or carrying of objects and material. The employee frequently must visit off-site locations and to access buildings at all levels.

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.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 104
BRIDGEPORT, CT 06604