



CITY OF BRIDGEPORT, CONNECTICUT

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

DATA ANALYST (Public Facilities Administration)

Salary and Benefits: \$58,279.00 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, 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.

Deadline to apply is Friday, September 14, 2018 (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:

Responsible for the collection, organization, maintenance, and interpretation/analysis of data received from internal and external data sources for the benefit of the assigned department and City. The job requires excellent skills in the use of computers and software related to data analysis and the ability to interface effectively with supervisors, peers, and customers. The Data Analyst also presents data, ideas and consolidated information to the department manager/department head to identify past and current department activities and future opportunities for improvements.

SUPERVISION RECEIVED: Director of Public Facilities. Supervision ranges from daily to minimal; supervision provided on an as-needed basis

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary 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.

1. Gather data from various sources and compile into a useable format to analyze and present useable information to department head. Designs reports based on specific departmental needs.
2. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City information system(s).

3. Assist with creation of accurate and timely reports such as budget reports or other reports related to department operations.
4. Provides reports as requested by the department manager/department head.
5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.
6. Assist with coordination and troubleshooting of database and software systems when necessary.
7. Performs other duties as assigned by the Director of Public Facilities.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Other administrative and management tasks may be assigned as appropriate.

- Additional duties may be required that are particular to the department.

MINIMUM EDUCATIONAL REQUIREMENTS

Degree in Statistics, Mathematics, Marketing, Economics, Accounting, Business Administration, Management Information Systems or Computer Science from an accredited college or university. Master's Degree preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience in creating systems, policies and procedures for governmental operations.
- Must be proficient in a variety of computer software applications: Adobe, Microsoft Office (Word, Excel, etc.) and other applications as necessary.
- Ability to draft motions, prepare pleadings, and assist in brief writing.
- 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.
- Must possess the ability to handle sensitive and confidential situations.

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# 106
BRIDGEPORT, CT 06604