



CITY OF BRIDGEPORT, CONNECTICUT

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

ADMINISTRATIVE ASSISTANT (MINORITY BUSINESS ENTERPRISE)

Salary: \$47,470.00 (salary for this position is established per Bridgeport Municipal Ordinance 2.36, salary of selected candidate will be determined by the Chief Administrative Officer). This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email the supplied application, resume and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office/Human Resources Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than *Thursday, April 12, 2018*.

Program Overview:

The mission of the Small & Minority Business Enterprise is to provide the resources and information small, minority, and women-owned businesses need to compete for business opportunities with the City of Bridgeport.

General Statement of Duties:

Position is responsible for providing high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions; such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and assisting in the coordination of services, programs and events. The Administrative Assistant will assist in training and supervision of lower-level clerical staff. This individual will also collect, organize, maintain and interpret/analyze data received from internal and external data sources for the benefit of the assigned department and the 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 Administrative Assistant also presents data, ideas and consolidated information to the department manager/department head to identify past and current activities and future opportunities for improvement.

Typical tasks, assignments, responsibilities:

1. Monitoring the operation of the departments effectiveness is one of the major task of the Administrative Assist. The Administrative Assistant will spend ample time analyzing the pathway of resources, where they are going and finding strategies for better use.
2. Gather data from various sources and ample into a useable format to analyze and present useable information to department head. Designs reports based on specific department needs.
3. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City Information System.
4. Manage and maintain schedules prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
5. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
6. Open, sort, and distribute incoming correspondence, including faxes and email File and retrieve corporate documents, records, and reports.
7. Greet visitors and determine whether they should be given access to specific individuals
8. Prepare responses to correspondence containing routine inquiries
9. Performs other duties as assigned by the Department Manager/Department Head.

Minimum Qualification and Requirements:

- Two (2) years of college and a specialization in business or public administration with at least two years prior experience in a data or statistical analysis position.
- Demonstrated responsible clerical or administrative experience providing support in a corporate or governmental environment. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; **Bi-Lingual (English/Spanish) Preferred.**
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Highly proficient with Microsoft Office and general computer software.

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.

Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.

An Equal Opportunity Employer MF/AA/DIS

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

This is the application for the Administrative Assistant (Minority Business Enterprise) 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. Resume
3. Contact information of three (3) professional references

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

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/Seasonal Employment Application

Position Applied for	Administrative Assistant (MBE)	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			Starting Salary	\$	Ending Salary	\$
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			Starting Salary	\$	Ending Salary	\$
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			Starting Salary	\$	Ending Salary	\$
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: _____