



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **Project Manager (Director of Legislative Affairs)**

**Salary and Benefits:** \$84,993.00 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](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is Friday, March 8, 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:**

The Director of Legislative Affairs is responsible for managing the City of Bridgeport's legislative agenda on the state, local, and federal levels. This position serves at the direction of the Mayor and in the furtherance of the Mayor's public policy goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and coordinate meetings with City of Bridgeport's state, federal and municipal legislative delegations to discuss and propose legislative agenda items.
- Daily monitoring of state legislation impacting the City of Bridgeport.
- Coordinate city, state and federal legislative agendas by advocating for agenda items with legislators and City Council members.
- Staff meetings, hearings and Connecticut General Assembly sessions as needed in order to represent the Mayor and the City; and answer inquiries regarding legislative and public policy agenda items.
- Work with Bridgeport City Department Heads to find out legislative priorities, formulate priorities into legislative proposals; which can be disseminated to Bridgeport legislators and advocated for at the Capitol.
- Establish and coordinate legislative coalitions to advance Bridgeport legislative priorities.

- Work directly with the contractor lobbyists representing the City of Bridgeport to coordinate efforts which support the Bridgeport legislative agenda.
- Represent the Mayor and the City of Bridgeport in meetings and negotiations with legislative leaders, the Governor’s office, state agencies, and outside interests seeking to do business with the City or proposing legislation that may impact the City or its legislative agenda or cooperate on legislative items.
- Plan and execute press conferences, public statements, legislative hearings and testimony related to Bridgeport legislative agenda items.
- Represent the interests of the City of Bridgeport and the Mayor and serve – in furtherance of public policy and legislative agenda – as main liaison between the Mayor and the City of Bridgeport, including but not limited to:
  - Connecticut General Assembly members, committee chairs, legislative staff, and legislative leadership of all caucuses (Republican and Democratic) in furtherance of the Bridgeport legislative agenda.
  - Connecticut’s Constitutional Officers including the Governor’s Office and state agencies/commissions.
  - Connecticut’s federal legislative delegation and federal agencies.
  - Mayoral offices of other cities.
  - Bridgeport City Council members.
  - Outside organizations of which Bridgeport is a member such as the Connecticut Conference of Municipalities, the Regional Council of Governments, the National League of Cities, and the United States Conference of Mayors.
- Assist the Director of Communications as needed in the composition of media responses and news releases related to legislative and public policy matters, as well as serving as a media liaison on those topics.
- Serve as a public policy advisor to the Mayor.

**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

- Graduation from an accredited college or university with concentration in business administration, political science, public administration, or related field. Any equivalent combination of education, training, and experience.
- Connecticut State Legislative experience preferred

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Bridgeport City government required.
- Knowledge of the Connecticut State Legislative Process required.
- 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.

**LICENSES AND CERTIFICATIONS**

A valid Connecticut Driver’s License may be required for transportation between various sites.

**PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job 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.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance demands, telephone and other interruptions.
- The Position requires frequent travel between Bridgeport and the State Capitol in Hartford and will require very long working hours towards the end of the state legislative session in Hartford.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical and cognitive demands which comprise this position. The above is intended to be a fair representation of the “typical” demands of the position.*