



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **POLICY ANALYST** *Office of Policy and Management*

**Salary and Benefits: \$79,000.00 annually.** This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; these benefits include retirement pension administered by Connecticut Municipal Employees Retirement System (CMERS), health insurance (medical, dental, vision, prescription), life insurance, short- and long-term disability options, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

This is an exempt position and not affiliated with a collective bargaining unit (aka Union). Salary and benefits are subject to budgetary authority and within the salary range established by Bridgeport Code of Ordinances, sec. 2.36 Officers Salaries', and subject to any other applicable City of Bridgeport ordinance regarding unaffiliated employee salaries and benefits.

**To Apply:** Email a cover letter, resume, and supplied application to [COB.Jobs@BridgeportCT.gov](mailto:COB.Jobs@BridgeportCT.gov).

**Accepting complete submissions until June 9, 2023.**

*(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).*

### *Municipal Profile*

The City of Bridgeport is 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:**

Monitor and conduct assigned department personnel and operating budgets.

### **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.

- Collect data and make recommendations to assigned Departments relating to personnel, operational and budgetary matters.
- Carefully monitor and analyze the assigned departments' revenues, expenditures, personnel staffing and determine availability of funds on department requisitions and personnel requests.
- Ensure departmental conformance to the City's budget appropriations, City Charter requirements and Laws, Rules and Regulations of the State of Connecticut, its Agencies and Departments.
- Produce monthly departmental expenditure and revenue report to determine spending status and year end projections.

- Participate in monthly assigned departmental management reviews with the responsibility of developing an agenda; analysis of departmental financial and operational issues including follow up reports to the Director.
- Analyze annual budget requests from assigned city departments and assist in the preparation of the City's annual operating, capital, and special revenue fund budget. Assist with the preparation of the City's three year financial and other financial reports and documents as requested.
- Compile monthly status report to the Director on all assigned projects in progress (including projected completion date), plans for upcoming new tasks and projects, new developments, projects completed during the month and exceptions (projects planned to be completed during the month that are still open).
- Assists in the management of assigned financial operations to achieve goals within available resources; assists in the planning and organization of workloads and staff assignments within the financial team.
- Perform duties as related to any other special projects as assigned by the Director and/or designee.

**MINIMUM EDUCATIONAL REQUIREMENT:**

- Requires a college degree in accounting, business administration or related field.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must exhibit a working knowledge of computers and related software.
- Intermediate to advanced knowledge of Microsoft Office applications (Word, Excel, and Outlook).
- Strong interpersonal, organizational, written and oral communication skills required.
- The ability to be able to work independently and as part of a team.
- General knowledge of municipal or non-profit operations is preferred.

**EXPERIENCE AND TRAINING:**

- A minimum of five years of professional experience in procurement, accounts payable, and budget management.

**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.*

- Essential and marginal functions may require maintaining the 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.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

*This position will require a pre-employment medical examination and drug testing.*

For further information and contact:  
 CIVIL SERVICE COMMISSION  
 45 LYON TERRACE

BRIDGEPORT, CT 06604  
TELEPHONE: (203)576-7103

An Equal Opportunity Employer MF/AA/DIS

*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.*



CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

Position Applied for		Date	
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APPLICANT INFORMATION								
Last Name				First Name			M.I.	
Mailing Address						Apartment/Unit #		
City				State			ZIP	
Phone				E-mail Address				
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)				
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	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

DEMOGRAPHICS				
<p>For the 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.</p>				
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
<b>ETHNICITY:</b>	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <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.