



CITY OF BRIDGEPORT, CONNECTICUT

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

Administrative Assistant (Health)

Salary and Benefits: \$62,000.00 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(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@bridgeportct.gov.

Position is open until filled. (Any/all changes to this opening 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:

Provide office services and support such as answering and directing telephone calls and visitors, writing memos and correspondence, scheduling meetings, maintaining records and files, maintaining office supplies, and maintaining the office budget. Assist department head by coordinating office service activities such as personnel actions, and record keeping.

ILLUSTRATIVE DUTIES:

1. General office duties, including but not limited to: answering and directing telephone calls, distributing mail, preparing mailings, maintaining records and files, preparing reports, making copies, faxing and maintain office equipment.
2. Manage the daily schedule of the Director; working closely with the Director to ensure efficient and timely calendaring of internal/external meetings and conference calls.
3. Coordinate and facilitate logistics for the Director's public appearances, meetings, conferences.
4. Anticipate the Director's needs and proactively assemble the appropriate people and resources to solve problems.
5. Field incoming requests and prioritize tasks for the Director.
6. Provide support in the preparation for meetings: gathering materials, printing materials, confirming meetings, sending out meeting logistics and call information
7. Form trusting relationships with Director's team and contacts, including governmental agencies and private funder.
8. Draft executive-level correspondence, external presentations, spreadsheets and other documentation for stakeholders and funders, etc.
9. Handle complex assignments where problem solving, independent data collection and creativity are required.
10. Analyze departmental operating practices such as recordkeeping systems, forms control, suggestion

- systems, personnel and budgetary requirements to create new systems or to revise established ones.
11. Prepare reports using the above data, including conclusions and recommendations for solution of administrative problems.
 12. Exercise excellent judgment and discretion with highly confidential information.
 13. Manage contacts for Director, prioritizing key communications and contacts.
 14. Collate agenda items for meeting agenda items; take detailed meeting minutes and ensure distribution of minutes in a timely manner.
 15. Work cross-functionally to ensure communication is efficient and clear between teams
 16. Manage logistics for departmental and/or inter-office meetings
 17. Responsible for collecting and submitting for approval, all time sheets, bills for the division and/or other expenses associated with the department under the direction and approval of the Department Authority.
 18. Order office supplies and maintain inventory.
 19. Specialized services which are specific to the department (e.g. health data analysis, grant deliverables/reports, assignment of caseloads).
 20. Perform other duties as deemed necessary.

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

High School diploma plus six (6) years of demonstrated clerical or administrative experience,
OR

Two (2) years of college with specialization in business or public administration and three (3) years of demonstrated clerical or administrative experience performing executive support in a corporate or governmental environment.

EXPERIENCE

Six (6) years of progressively responsible clerical or administrative experience with a High School diploma, or three (3) years of responsible clerical or administrative experience performing executive support in a corporate or governmental environment with two (2) years of college and a specialization in business or public administration.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be highly proficient in a variety of computer software applications: Microsoft Word, Excel, PowerPoint and other Office applications as necessary.
- 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.
- Good knowledge of standard bookkeeping practices
- Strong statistical analysis skills using MS Excel or propriety statistical software (SPSS,SAS, R, STATA).
- Bilingual language skills (usually English-Spanish) are advantageous.
- Must possess the ability to handle sensitive and confidential situations.

LICENSES AND CERTIFICATIONS

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

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.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles.

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 45
LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103



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 <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>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.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>		
ETHNICITY:	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"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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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.

