



CITY OF BRIDGEPORT, CONNECTICUT

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

BUDGET POLICY ANALYST

Salary: \$65,610.00 - \$74,000.00 (salary for this position is established per Bridgeport Municipal Ordinance 2.36, salary of selected candidate will be determined by the Director of Budget Policy and Management). 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 a resume, a cover letter, three (3) professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, November 4, 2016.

GENERAL STATEMENT OF DUTIES:

Monitor and conduct assigned department personnel and operating budgets.

ILLUSTRATIVE DUTIES:

- 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 a 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 a 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).
- Perform duties as related to any other special projects as assigned by the Director.

MINIMUM QUALIFICATION REQUIREMENTS:

KNOWLEDGE, SKILL AND ABILITIES:

- Requires a college degree in a related field.
- Thorough and extensive knowledge of computers, specifically budgeting module/financial software.
- Must demonstrate good written and verbal communication skills.

EXPERIENCE AND TRAINING:

- Minimum of two years experience in municipal government.

This job description is not, nor is it 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