



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **Press Secretary (Communication and Media Coordinator)** *Communication Department*

In direct support of Mayoral goals, and consistent with the objectives of Bridgeport municipal government, the Communications Department handles all media relations within the City of Bridgeport. We are committed to reporting on significant events and affairs that occur throughout our city departments, as well as communities in Bridgeport.



For more information visit: <https://www.bridgeportct.gov/government/departments/communications>

**Salary and Benefits:** \$58,967.00 - \$71,419.00 annually. Salary for this position is established per Bridgeport Municipal Ordinance 2.36; “Technical Class, group 3a.”

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 include health insurance (medical, dental, vision, prescription), life insurance, short- and long-term disability, paid leave (sick, vacation, and personal), paid holidays (13), and more.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for city municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the contract which covers the employee. Additionally, tuition discounts may be available at various universities and colleges that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) ([www.osc.ct.gov/rbsd/cmers/muniretire.htm](http://www.osc.ct.gov/rbsd/cmers/muniretire.htm)), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at [ssa.gov](http://ssa.gov).

**Application Process:** Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission Office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov). Please include “Press Secretary” in the subject line.

**Accepting complete submissions until Friday, July 19, 2024.**

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

*This position will require a pre-employment medical examination and controlled substance screening.*

***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. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City mayor and renowned showman, P.T. Barnum. The [Hartford Healthcare Amphitheater](#) holds live music and other shows. The [Total Mortgage Arena](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

***Governing Structure***

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

**GENERAL STATEMENT OF DUTIES:**

The Communications and Media Coordinator reports to the Director of Communications (who is editor of all Communications content) and is responsible for supporting all efforts within the Communications Department and generating content to be disseminated externally through traditional media, social networks, and internally through the city workforce.

**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.

- Planning and coordinating news conferences and public news and communications events
- Composing media advisories and news releases, disseminating such content to the news media
- Oversight of Bridgeport website; update Press Releases on website and post emergencies as needed (ITS to facilitate as webmaster and Community Calendar)
- Serve as media contact and field media calls and track information for reporters
- Strategizing future posts, producing and posting social media content across all city related social media platforms such as: YouTube, Instagram, Facebook and Twitter in accordance with short and long-term communications goals
- Work with various city departments, nonprofit organizations, community groups and Bridgeport based businesses to plan and execute relevant communications and social media content in accordance with and in furtherance of goals of Mayor’s administration.

- Staff the Mayor at events, record photographs and video content that can later be edited and posted to social media
- Collect, aggregate, and distribute daily news clippings, articles, and media or marketing pieces that include “Bridgeport,” “Mayor Ganim,” or maybe relative content for staff of the Mayor’s Office. Includes providing media recaps.
- On a general and daily basis supporting administrative, research, marketing, and communications efforts within the Communications Department
- Maintain brand integrity of city, mayor’s office, City Seal, and other department logos and/or seals
- Order advertising, promotional and marketing materials as needed
- Other responsibilities as designated by the Director of Communications
- Performs related work as necessary.

**PREFERRED QUALIFICATION REQUIREMENTS:**

a) *As to education, training and experience:*

- A Bachelor’s Degree is required.

b) *As to special knowledge, ability and skill:*

- Technical writing and oral communications skills.
- Excellent oral and written communications skills.
- Working knowledge of print and broadcast media; understanding of media deadlines.
- Solid news judgment and news writing ability.
- Solid grasp of content and technical requirements for optimal use of social media; familiarity with multiple social media platforms.
- On-call availability 24-7 and ability to work under pressure and with tight deadlines.
- Skills with Microsoft office programs, preferably MS Word, Excel, Outlook, Power Point, Adobe Photoshop and Premier.
- Photography and videography skills; Video production and photo editing skills.
- Multiple language ability preferred – Spanish speaker preferred.
- Ability to communicate effectively verbally and in writing; with an aptitude to prepare and present oral and written reports.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government, peers, site-based staff, agency partners as well as the public.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.

**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.*

- 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.

- Additional hours and attending meetings outside regular work hours may be required. The 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 user demands, telephone, and other interruptions.
- 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.

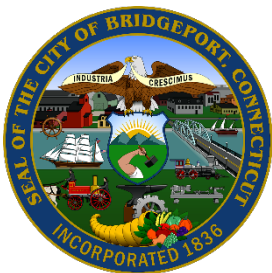
*This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.*

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE, ROOM 106  
BRIDGEPORT, CONNECTICUT 06604  
TELEPHONE: (203) 576-7103



[Explore Bridgeport](https://www.bridgeportct.gov/explore)



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				
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.				
<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.