



City of Bridgeport, Connecticut Civil Service Commission/Human Resources

NOTICE JOB POSTING

TO: LIUNA – City of Bridgeport Employees
FROM: Civil Service Commission/Human Resources
DATE: July 10, 2024
RE: Administrative Assistant (Small & Minority Business Enterprise)

The **Small & Minority Business Enterprise** has an opening for the above-referenced position.

Annual Salary is \$52,025.00 and the Job Description is attached.

If you are a LIUNA affiliated employee and meet the requirements for the above position; you may bid by:

- 1) Submit a resume in person to City Hall, 45 Lyon Terrace, Room 106 during business hours of 9:00 am - 5:00 pm.

OR

- 2) Submit resume to COB.Jobs@BridgeportCT.gov using the Subject line of "LIUNA – Administrative Assistant (Small & Minority Business Enterprise)"

This Notice is also available for review on our City's Career Website
<https://www.bridgeportct.gov/government/departments/civil-service/city-careers>

Deadline for signing is July 24, 2024, at 11:59pm.

JOB DESCRIPTION

Job Title: **ADMINISTRATIVE ASSISTANT (MBE)**
Department: Minority Business Enterprise (MBE)
Reports To: Department Head and/or Designee
Union / Pay Grade: LIUNA
Prepared Date: April 22, 2024

GENERAL STATEMENT OF DUTIES:

Position is responsible for providing high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions, such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and assisting in the coordination of services, programs, and events. The Administrative Assistant will assist in training and supervision of lower-level clerical staff. This individual will also collect, organize, maintain and interpret/analyze data received from internal and external data sources for the benefit of the assigned department and the city. The job requires excellent skills in the use of computers and software related to data analysis and the ability to interface effectively with supervisors, peers, and customers. The Administrative Assistant also presents data, ideas, and consolidated information to the department manager/department head to identify past and current activities and future opportunities for improvement.

SUPERVISION RECEIVED: Ranges from Daily to minimal; supervision provided on an as-needed basis.

SUPERVISION EXERCISED: None

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.

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 maintaining office equipment.
2. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City Information System.
3. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
4. Performs study management methods to improve workflow, to simplify reporting procedures, or to implement cost reductions.
5. Receive miscellaneous reports related to City operations, such as time records, budget expenditures and statistical performance data.
6. Assist in preparation of budget needs and annual reports.
7. Prepare departmental memos outlining and explaining administrative policies and procedures to department heads, supervisors, and managers.
8. Assist in office execution and management work.
9. Write memos and correspondence.

10. Handle complex assignments where problem solving, independent data collection and creativity are required.
11. Analyze City department operating practices such as recordkeeping systems, forms control, suggestion systems, personnel, and budgetary requirements to create new systems or to revise established ones.
12. Prepare reports using the above data, including conclusions and recommendations for solution of administrative problems.
13. Plan conferences and meetings; make travel reservations and keep a calendar of appointments for the executive.
14. Responsible for collecting and submitting for approval, all time sheets, bills for the department and/or other expenses associated with the department under the direction and approval of the Department Authority.
15. Manage and maintain schedules, prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
16. Order office supplies and maintain inventory.
17. Greet visitors and determine whether they should be given access to specific individuals.
18. Prepare responses to correspondence containing routine inquiries.
19. 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 AND EXPERIENCE REQUIREMENTS:

Two (2) years of college with specialization in business or public administration and two (2) years of demonstrated administrative experience in statistical analysis or governmental environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be proficient in a variety of computer software applications: Microsoft Word, Excel, 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 and statistical analysis.
- Bilingual language skills (usually English-Spanish) are advantageous.
- Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

PHYSICAL DEMANDS

Refer to attached sheet.

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.

Physical & Cognitive Demands

Date: 4/22/2024

Position Title: Administrative Assistant (CAO)

Position #:

Physical Demands	Comment	Frequency (select one)			
		Rarely	<1/3	1/3 < 2/3	>2/3
Standing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of hands/fingers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending / Stooping		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	Up to 35 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tasting / Smelling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle operation	Type:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands	Level (select one)
Communication	<input type="checkbox"/> Comprehend and use basic language, either written or spoken, to communicate information and ideas <input checked="" type="checkbox"/> Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas
Calculation	<input checked="" type="checkbox"/> Perform numerical operations using basic counting, adding, subtracting, multiplying or dividing <input type="checkbox"/> Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols
Problem Solving	<input checked="" type="checkbox"/> Formulate and apply appropriate course of action for routine or familiar situations <input type="checkbox"/> Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations

The above list is intended to be a fair representation of the 'typical' physical and cognitive demands of the position. It is not, nor is it intended to be, a comprehensive listing of all physical or cognitive demands encountered in this position.