



CITY OF BRIDGEPORT, CONNECTICUT

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

BUDGET/POLICY ANALYST

Salary and Benefits: \$73,434.00 - \$88,415.00 annually. Salary for this position is established per Bridgeport Municipal Ordinance 2.36; "Program Class, group 4a."

This summary provides 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 or 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), 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 www.socialsecurity.gov.

To Apply: Email a cover letter, resume, and supplied application to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(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 drug testing.

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 Health Amphitheater holds live music events 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 Beardsley Zoo is one of the most visited tourist attractions in the State. The Discovery Museum and Planetarium, located in the north end of the city, offers interactive science and space displays. Additionally, there are several theaters and water fronts.

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. Its members are elected by residents of the ten council districts to represent 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:

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



Explore Bridgeport: <https://youtu.be/RUzkNS3ta4g>



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.				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <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"/>

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.