



CITY OF BRIDGEPORT CONNECTICUT



INVITES CANDIDATES TO APPLY FOR:

**DEPUTY CHIEF ADMINISTRATIVE OFFICER
ASSIGNED TO THE CITY ATTORNEY'S OFFICE**

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Facts & Figures about the City of Bridgeport

- Population-144,229
- 16 Square miles
- Pop/Sq. Mile-9,000
- Median Age- 33
- Households - 50,144
- Median Household Income-\$48,088
- Minority % - 54%
- School Pop—20,338
- 20% of the population have Bachelor's Degrees or above
- 45 Parks with 1330 acres with 2 beaches and a City owned Golf Course
- Distance to NYC-53 miles
- Total City Budget = \$517 million
- The top 5 Major Employers are: St Vincent's Medical Center, Bridgeport Hospital, People's United Bank, Sikorsky Aircraft, Bridgeport Health Care Center,

COMMUNITY PROFILE AND ATTRACTIONS

The City of Bridgeport is located on the northern shore of Long Island Sound, approximately 60 miles northeast of New York City and 60 miles southwest of Hartford. The City is the crossroads of one of the best land, sea, rail and air transportation systems in the State. State Routes 8 and 25, with their links to Interstates 84 and 91, merge with Interstate 95 in downtown Bridgeport. Bridgeport Harbor is one of the three deep-water ports in Connecticut; its 35-foot deep channels and anchorages can accommodate most ocean-going vessels involved with international trade and shipping. Amtrak and Metro-North provide passenger service to the City from the downtown Transportation Center, and Conrail operates a major freight yard within a quarter-mile of the Port of Bridgeport. The Sikorsky Memorial Airport is a City-owned and operated general aviation facility that is located in Stratford, Connecticut, ten minutes from downtown.

The City is a major medical, legal, industrial, financial and entertainment center. Two medical centers provide for many of the health care needs of the Greater Bridgeport area. Federal, State, and County courthouses are located within the central business district. Corporate and regional business offices are located downtown, including the principal office of one of the largest Connecticut-based banks, People's United Bank.

Major employers residing within the City's boundaries include Bridgeport Hospital, St. Vincent's Medical Center, University of Bridgeport and Bridgeport Health Care Center. The City, long a major manufacturing center, remains the home of more than 200 manufacturing companies. These companies typically exploit new technologies and occupy unusual or even unique market niches.

The Greater Bridgeport area hosts four institutions of higher learning: The University of Bridgeport, Fairfield University, Sacred Heart University, and Housatonic Community College. These educational institutions provide the City's corporate and business communities with skilled personnel, and enhance the area's cultural and community activities. Housatonic Community College, located in the heart of the City's central business district, has

been one of the fastest growing community colleges in New England.

Bridgeport is also the home of 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 Ballpark at Harbor Yard and The Arena at Harbor Yard bring hundreds of thousands of visitors annually to Bridgeport's Downtown to watch minor league baseball, minor league hockey, college basketball, college hockey, concerts and other shows. The Beardsley Zoo is one of the most visited tourist attractions in the State. The Discovery Museum, located in the north end of the City, offers interactive science and space displays. There is also the Port Jefferson Ferry which takes passengers and cars to Long Island on a daily basis.



Form of Government

The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves a four year term. The City Council, which acts as the City's legislative body, consists of twenty members elected for two-year terms. The current Mayor– Bill Finch's term expires in November of 2015. The Mayor appoints all Department Directors. A Chief Administration Officer (CAO) reports to the Mayor and supervises the Department Directors. This position will be appointed and supervised by the CAO. The CAO office has an Assistant CAO working with all department and a number of Deputy CAO's assigned to specific offices or special projects.

CITY ATTORNEY'S OFFICE

The City Attorney's Office shall be counsel to the city and shall prosecute and defend all actions which may be brought by or against the city in its corporate name, or by or against any city officer for or by reason of any matter of duty connected with or growing out of his respective office or in which the city is interested. The City Attorney's office shall provide advice to the Mayor, City Council and all Boards and Commissions and Departments.

Staffing of the City Attorney's office includes; the City Attorney, Nine Full-time Attorneys, five Part-time Attorneys, three Claims Specialist, three Paralegals & two Legal Secretaries

The budget for the Office is 4.4 million dollars which includes salary, outside contracted attorney's for special cases and for payments of claims and law suits filed against the City.

CITY ATTORNEY OFFICE RESPONSIBILITIES

The City Attorney's office responsibilities include a wide range of legal issues such as those shown below:

- City liability cases such as—excessive force, damage to property of others by city actions, wrongful death, slips and falls, etc.
- Law suits filed against the city and on behalf of the city
- Collections of unpaid taxes (property, motor vehicle, etc.) and other types of fees levied
- Handling all Freedom of Information Requests (FOI)
- Defense of all Planning and Zoning issues
- Contract administration—preparing contracts and enforcing contract language
- Interpretation of City Charter, State & Federal laws
- Development of draft legislation for ordinances
- Manage any discrimination suits filed against the city with CHRO, EEO or Courts
- Interpretation of State Election laws
- Assist Board of Education with some liability cases such as slips and falls as well as interpretation of rules and regulations as needed.

The Deputy Chief Administrative Officer assigned to the City Attorney's office will be responsible for:

- Supervising and managing support staff of paralegals, claims specialist, and legal secretaries
- Organizing office for efficiencies such as status of cases, filing system, and appropriate software
- Assigning work to support staff from attorneys to improve response time
- Assisting with office goal to increase collections of fines and “clean city” campaign against anti-blight
- Managing office budget and project estimated cost on weekly basis for various cases
- Overseeing budget of outside counsel for special cases
- Preparing status reports on cases, workload and budget as requested



Characteristics of the Ideal Candidate

Management, Leadership

- Strong management and organizational skills
- A consistent leader who is inclusive, fair and evenhanded with staff
- Strong labor relations experience and skills—ability to enforce the rules under the contract
- Budget management skills including the ability to anticipate projected budget costs and monitoring costs
- Strong ability to motivate staff
- Ability to work with professional staff and support staff in a collaborative manner and diplomatic manner
- Experience with results oriented and performance measurements
- Strong technology skills to organize the office and develop status reports of budget, law suits and projects
- Ability to develop policies and procedures for the City Attorney's approval

Legal Office Experience

- Experience in attorney's office, preferably with municipality or school district
- Experience with legal software for case management (law suits and research projects)
- Strong legal filing system experience
- Legal project management skills
- Knowledge of legal terminology
- Experience as an Attorney or Para-Legal or Public Administration

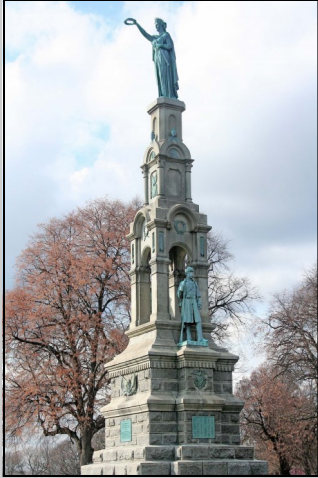
Personal Characteristics

- Take charge type of person—the confidence born of demonstrated ability
- Diplomatic Communication skills are a high priority
- Excellent interpersonal, administrative and management skills
- Ability to raise the red flag if needed
- Flexibility to deal with changing priorities
- Ability to be a team player and get staff to be part of the team
- Serve as an asset to all the staff especially the Attorney's to allow them to be more efficient
- Strong personnel management skills



Qualifications:

Candidates must possess a minimum of 5 (five) years of progressively responsible experience in public administration, legal office administration, municipal operations, etc. A Bachelor's degree in public administration, para-legal, management or related field with a Master's Degree preferred or equivalent combination of education and experience. Preference will be given to candidates who have: worked with municipalities or other government agencies; served as an attorney or para-legal, knowledge of applicable City, State and Federal rules and regulations especially related to City Attorney functions; demonstrated excellent professional judgment; ability to analyze difficult situations and organize a positive response; ability to coordinate employees work performance as a non-supervisor; experience with union employees and labor relation issues.



Challenges and Opportunities

- Coordination of support staff with professional attorney's to make the office more efficient
- Assist the office to deal with a backlog of cases
- Manage and organize filing system to create effectiveness for all staff
- Improve operations by developing a computer and filing system that can keep track of all projects and cases to make it easier for attorneys and staff to find materials to respond to clients (city officials and departments)
- Work in a strong union environment-need for understanding of labor relations
- Fill a position that has been vacant for a number of years
- Serve as a support system for the Attorney's so they can concentrate on their professional duties not administrative duties
- Manage office administrative budget, outside counsel budget and payments made on claims and law suits filed against the city (project expenses for all three)
- Prepare status reports on law suits, workload, projects and budget
- Assist the City Attorney's office with meeting their goals:
 - ◆ Improving collection rate for arrears real property taxes
 - ◆ Disposal of unwanted municipal property through auction sales
 - ◆ Support the "Clean City" campaign with increased enforcement of anti-blight program
 - ◆ Reduce reliance on outside legal counsel by improving services with in-house personnel resources

Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience - (Salary Range-\$90,593—\$99,662) with an excellent benefits package which includes:

- City Retirement Plan—5% contribution by city and employee
- Optional deferred compensation program
- Health Benefits—Medical, dental, prescription & vision—employee contribution 29%
- 12 Holidays, 10 sick days, 3 personal days & vacation

For more information see the City web site: www.bridgeportct.gov

Bridgeport is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for this challenging position with the City of Bridgeport, Please mail or Email your resume and cover letter immediately to both emails. (deadline is January 10, 2014) to:

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