



City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

ASSISTANT TO THE SUPERINTENDENT
Parks, Recreation, Youth & Community Services

SUMMARY: Provides office administrative, bookkeeping and technical support of a complex, culturally sensitive, confidential and professional nature. Assists with budget preparation and securing quotes for purchases. Performs bookkeeping functions and prepares department payroll. Coordinates and manages the acquisition of office supplies and equipment as needed. Prepares requests for appropriations, transfers and purchases. Conducts research for grant proposals and related reports. Assists supervisors with grant applications; maintains documentation of all grant activity and produces reports as required. Prepares personnel action forms (PAFs) for department staff. Administers grant awards and supports supervisors with monitoring expenditures. Sets up secure accounts with funders; tracks and logs receivables for payment of programs. Reconciles accounts and sub-accounts. Draws down funds and prepares and tracks deposits/revenues. Submits financial reports to local, state and federal agencies. Compiles data, and formats and types statistical reports. Assists in the preparation of the department budget and regularly performs comparative analysis of expenditures and revenues. Coordinates and arranges departmental meetings and appointments, prepares agendas, reserves and prepares facilities, takes oral dictation, and records and transcribes minutes of meetings. Assists with department website. May direct and train work of other clerical or seasonal office staff; may perform work of other clerical staff as assigned. May represent the Department in city or community meetings. Serves as recording secretary to the Board of Park Commissioners, Youth Commission and other committees as assigned.

QUALIFICATIONS: High school diploma (or GED) and six years' experience, including grants administration, in a human/social service related agency; OR, an Associate's or Bachelor's degree in a related field and four years' experience, including grants administration in a human/social service related agency.

Must have intermediate knowledge of financial management software, Database software, Internet software, Payroll systems, Spreadsheet software, Word Processing software and Desk Top Publishing software. Must possess strong attention to detail, have exceptional writing and communication skills.

SCHEDULE/CLASSIFICATION: Full-time position, 37½ hours per week, Monday through Friday 8:30 a.m. to 5:00 p.m.

WORKING CONDITIONS: Regularly works in indoor or office environment.

BENEFITS: Defined Benefit Pension Plan, generous time off, and medical/dental/life insurance package.

SALARY: \$25.91/hr. (Increases to \$26.49 on 07-01-21, then \$28.89 @ 6 mths, and \$29.27 @ 1 yr.).

SUBMIT COMPLETED ONLINE APPLICATION TO:

www.bristolct.gov

DEADLINE: Friday, March 12, 2021.

EQUAL OPPORTUNITY EMPLOYER