

Connecticut General Assembly

JOB OPPORTUNITY

Committee Administrator

Nonpartisan Committee Administrator Finance Revenue and Bonding

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Current and former legislative employees

Location: Hartford

Hours: Full-time

Salary: Starting salary \$71,468

Closing Date: January 21, 2022

General Knowledge:

The Connecticut General Assembly is seeking a nonpartisan Committee Administrator for the Finance, Revenue and Bonding Committee. This position:

- Oversees all administrative details of committee meetings and hearings including scheduling, notification, preparation of materials, coordination of witnesses, minutes, and follow-up.
- Acts on behalf of, and in consultation with, the committee co-chairs and ranking members; schedules committee meetings; maintains official records of committee actions and coordinates committee activities with other legislative offices, agencies of state government and the public.
- Assigns, directs, and supervises the activities of full-time and part-time committee staff.
- Acts as information officer for the committee; responds to questions from the public, press, agencies or interested groups; and disseminates notices, reports and other information accordingly.
- Screens and handles committee correspondence, often composing responses or initiating the correspondence.

Minimum Requirements:

- Bachelor's degree and at least two years of administrative, public service or business experience, or any equivalent combination of education and experience.
- Demonstrated knowledge of government systems, the legislative process and public policy issues.
- Strong interpersonal skills including a high degree of initiative and tact.
- Demonstrated skill in written and oral communication.
- Proven problem solving and decision-making skills in dealing with legislators and others in a wide variety of situations and often under pressure.
- Well organized with the ability to function at the highest level of independence and political sensitivity.
- Excellent organizational skills.
- Ability to work long hours during the legislative session.

Application Instructions:

Please send your resume and cover letter to CGAemployment@cga.ct.gov. Applications must be received by 5:00 pm January 21, 2022.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.