

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
Committee Administrator

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Hartford

**Hours:** Full-time

**Salary:** Starting salary \$57,189

**Closing Date:** January 21, 2015

**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 Office of Legislative Management 300 Capitol Avenue, Suite 5100, Hartford, CT 06106 or email documents [CGAemployment@cga.ct.gov](mailto:CGAemployment@cga.ct.gov). Applications must be received by 5:00 pm January 21, 2015.

**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.