



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

PLANNING DIRECTOR

Salary: \$96,665.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, September 6, 2013

GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Director of Planning and Economic Development, has the primary responsibility for all city planning efforts – both current and advanced planning. In planning for such programs, has responsibility and authority to supervise a professional staff, and establish priorities and strategies, to administer all activities related to the formulation of said plans. Responsible for the planning of all physical development program grants as well as grants administration of selected programs. Shall carry on all other duties as may be assigned.

SUPERVISION RECEIVED:

Director of Planning and Economic Development

ILLUSTRATIVE DUTIES:

Conduct and/or supervise specialized studies, surveys and data analyses that relate to development activity, planning needs and trends, which may include but not be limited to:

1. Develop and maintain a comprehensive set of physical development policies and strategies.
2. Update and maintain the city Master Plan.
3. Assist in the development and maintenance of Central Business District Physical Development Plan.
4. Develop and maintain specific neighborhood physical development plans.
5. Assist in the development and maintenance of Open Space and Coastal Management Plan.
6. Assist in the development and maintenance of a Capital Improvements Program.

7. Be primary liaison between the city and all developers undertaking physical development activity in the city.
8. Act as staff resource to the city's Planning and Historic District Commissions.
9. Be primary liaison between the city and the Downtown Council as well as the Greater Bridgeport Regional Planning Agency.
10. Work collaboratively with all city agencies and departments undertaking physical development in the city.
11. Direct the annual preparation of the CDBG application, other grant applications and all parts or ancillary portions thereof.
12. Develop and maintain a data base/inventory of information relevant to the city's physical development.
13. Prepare and administer planning consultant contracts.
14. Be responsible for OPED's Program Development, in consultation with other OPED senior development staff.
15. Be responsible in consultation with the OPED Director, for hiring of personnel related to the City Planning Department.
16. Be responsible for submitting regular narrative administrative reports to the OPED Director.

TRAINING AND EXPERIENCE:

1. Master's Degree in Urban and Regional Planning or suitably related field.
2. The Master's Degree requirement may be views in lieu of related experience in a comparable position with a Bachelor's Degree in Urban and Regional Planning or suitable field.
3. Minimum of 5 years in a similar capacity, with 2-3 years of supervision of a technical planning staff. A working knowledge of statistical analysis, demographic profiles, drafting blueprint reading, technical writing and data packaging,
4. Excellent oral and written communications skills.

This job description is not intended to be a complete statement of all duties, functions, responsibilities and qualifications that comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103