

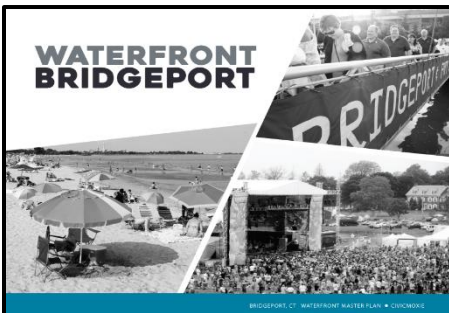


# CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

## **Planning Director** *Office of Planning & Economic Development*

In direct support of Mayoral goals, and consistent with the objectives of Plan Bridgeport (the City's Master Plan of Conservation and Development), our mission is to advance the revitalization and redevelopment of the city by working to increase the tax base, encourage job growth, attract investment, expand economic opportunity, improve the built environment, and enhance the natural environment so that Bridgeport may continue to become an ever more equitable, prosperous and desirable place to invest, live, work, and play.



For more information visit: <https://www.bridgeportct.gov/government/departments/planning-economic-development/planning-department>

**Salary and Benefits:** \$117,506.00 annually. This position is affiliated with the Bridgeport City Supervisors Association (BCSA) and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka "union contract").

This summary provides a brief overview of the benefits available to regular full-time municipal employees. Depending on the employee group, some of these benefits include health insurance (medical, dental, vision, and prescription), life insurance, short- and long-term disability, paid leave (sick, vacation, and personal), paid holidays (13), and more.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for City municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the collective bargaining agreement which covers the employee. Additionally, tuition discounts may be available at various Universities and Colleges that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) ([www.osc.ct.gov/rbsd/cmers/muniretire.htm](http://www.osc.ct.gov/rbsd/cmers/muniretire.htm)), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at [ssa.gov](http://ssa.gov).

**Application Process:** Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission Office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov). Please include "Planning Director-OPED" in the subject line.

**Accepting complete submissions until Friday, January 26, 2024.**

*(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).*

*This position will require a pre-employment medical examination and controlled substance screening.*

***Municipal Profile***

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to 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 [Hartford Healthcare Amphitheater](#) holds live music and other shows. The [Total Mortgage Arena](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

***Governing Structure***

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

**GENERAL STATEMENT OF DUTIES:**

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

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems, and programs, in addition, analyzing and improving established ones. A high level of expertise is expected. A successful candidate will have a style that is purposeful and directed to advancing the city and planning and economic development strategy to improve operations and decision making.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Develop and maintain a comprehensive set of physical development policies and strategies.
- Update and maintain the city Master Plan.
- Assist in the development and maintenance of Central Business District Physical Development Plan.

- Develop and maintain specific neighborhood physical development plans.
- Assist in the development and maintenance of Open Space and Coastal Management Plan.
- Assist in the development and maintenance of a Capital Improvements Program.
- Be primary liaison between the city and all developers undertaking physical development activity in the city.
- Act as staff resource to the city's Planning and Historic District Commissions.
- Be the primary liaison between the city and the Downtown Council as well as the Greater Bridgeport Regional Planning Agency.
- Work collaboratively with all city agencies and departments undertaking physical development in the city.
- Direct the annual preparation of the CDBG application, other grant applications and all parts or ancillary portions thereof.
- Develop and maintain a database/inventory of information relevant to the city's physical development.
- Prepare and administer planning consultant contracts.
- Be responsible for OPED's Program Development, in consultation with other OPED senior development staff.
- Be responsible in consultation with the OPED Director, for hiring personnel related to the City Planning Department.
- Be responsible for submitting regular narrative administrative reports to the OPED Director.
- Manages and oversees assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and evaluates assigned staff; reviews progress and directs changes as needed.
- Day-to-day management and coordination of all the business development activities of the City of Bridgeport.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; supervises expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Creates, changes, implements, and manages written policies and procedures to establish and maintain excellent standards of performance.
- Development and maintenance of project tracking systems.
- Representation on behalf of Director at economic development events and on economic development boards as assigned by the Director.
- Coordination, planning, and management of all other activities related to the department's mission, as assigned by the Director.
- Performs related work as necessary.

**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

- Master's degree in urban and regional planning or suitably related field. Minimum of 5 years in a similar capacity, with 2-3 years of supervision of a technical planning staff.
- The master's degree requirement may be substituted for substantial (greater than 5 years) experience in a comparable position with a bachelor's degree in urban and regional planning or suitable field.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- A working knowledge of statistical analysis, demographic profiles, drafting blueprint reading, technical writing, and data packaging.
- Excellent oral and written communications skills.
- Ability to manage a large organization, and facilitate cooperation and communication with other organizations, agencies, or departments.

- Strong management skills in the areas of organization, planning, administration, communication, and budgeting.
- Ability to solve complex development problems.
- Ability to communicate effectively verbally and in writing; with an aptitude to prepare and present oral and written reports.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government, peers, site-based staff, agency partners as well as the public.
- Must be proficient in a variety of computer software applications: Microsoft Word, Excel, and other Office applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.

**LICENSES AND CERTIFICATIONS:**

- A valid Connecticut Driver's License may be required for transportation between various sites.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- Essential and marginal functions may require maintaining the physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.
- Additional hours and attending meetings outside regular work hours may be required. The work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone, and other interruptions.

*This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.*

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE, ROOM 106  
BRIDGEPORT, CONNETICUT 06604  
TELEPHONE: (203) 576-7103



[Explore Bridgeport](https://www.bridgeportct.gov/explore)