

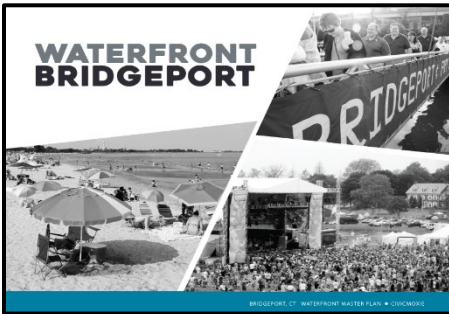


CITY OF BRIDGEPORT, CONNECTICUT

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

Design Review Coordinator *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://engage.bridgeportct.gov/> and <https://www.bridgeportct.gov/government/departments/planning-economic-development/planning-department>

Salary and Benefits: \$90,930.00 annually. This position is affiliated with the Connecticut Laborers' District Council for the Bridgeport Public Employees Union Local 665 (aka "LIUNA") and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka "union contract"). The above salary is subject to cost-of-living increases as negotiated by LIUNA. The benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

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. Retail and tuition discounts may be available at various universities and businesses 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), 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.

Application Process: Mail, deliver or email a resume, a cover letter, one writing sample, 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. Please include "Design Review Coordinator - OPED" in the subject line.

Accepting complete submissions until Tuesday, January 14, 2025

(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. The most populous city in Connecticut, it has an approximate population of 147,000, consisting of 50,367 households, with a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks, including the Olmsted-designed Seaside Park and Beardsley Park, Bridgeport is a vibrant community, and was recently cited as the 11th most diverse city in the country (with some 85 languages spoken here). *NBC Today* also labeled Bridgeport one of the [top 5 booming cities in the nation](#). The City is also home to numerous attractions, such as the [Barnum Museum](#), [Connecticut's Beardsley Zoo](#), the [Hartford Healthcare Amphitheater](#), the [Total Mortgage Arena](#), and the Soundside Music Festival, all of which bring thousands of visitors to the city each year for a myriad of events. A center of learning, Bridgeport is home to Sacred Heart University’s Center for Healthcare Education, the University of Bridgeport, and Fairfield University’s Bellarmine Campus, as well as the campus of the Housatonic Community College. The city also hosts two major medical centers which serve the region and are the city’s largest employers: Bridgeport Hospital, which is part of the Yale New Haven Health Care System, and Saint Vincent’s Medical Center, which is part of Hartford Healthcare.

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 supervision of the Deputy Director (for Land Use Regulations and Enforcement) of the Office of Planning and Economic Development (OPED), the Design Review Coordinator (the “DRC”) will perform project reviews for the Planning & Zoning (P&Z) Commission and the Zoning Board of Appeals (ZBA). The employee shall also assist zoning staff members, as well as the general public, and the development community with basic zoning information and administrative review of over-the-counter submittals. He or she will also perform other office duties as assigned by the Zoning Administrator and/or the Director of Planning.

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.

- Provide written reports for all ZBA petitions and P&Z petitions, including those seeking master plan approval for large scale projects. Reports must address project compliance with the City’s Zoning Regulations and its Master Plan of Conservation of Development, and shall present recommendations for the Commissioners’ consideration.
- Review over-the-counter applications in light of applicable design standards, including landscaping, parking, building layout, appearance, etc.
- Review all related plans and documents accompanying applications to the ZBA and to the P&Z Commission for Special Permits, Site Plan Reviews, Adaptive Re-use, Master Plan Approval, and Sub-divisions.
- Perform site inspections as needed to ensure a proper review and recommendation.

- Attend P&Z meetings and make public presentations to the Commission as to findings and recommendations.
- Attend ZBA meetings and recommend considerations and possible conditions of approval on projects.
- Convene all Preapplication Concept Plan Review meetings, applying current zone development standards to the proposed project at hand. Meetings shall be coordinated with the Zoning Administrator and/or the OPED Deputy Director (for Regulations and Enforcement) as well as the Director of Planning.
- Upon request and by appointment, provide practicable and appropriate guidance to applicants prior to the submission of petitions for public hearings or over-the-counter applications.
- As requested by the Director of Planning, lead any re-write of the Zoning Regulations.
- Review, and draft revisions to, the zoning regulations, in light of best practices and City objectives.
- Review, and draft revisions to, related documents and regulations (such as building codes, energy codes, neighborhood plans, historic district plans) in light of best practices and City objectives.
- Use InDesign software to manage and maintain the online version of the zoning regulations.
- As requested by the Director of Planning, support planning initiatives at the project level, neighborhood level, and/or citywide level.
- Use mapping software (GIS) to accomplish required tasks specific to each project. Work with the GIS department to build and maintain ArcGIS Urban.
- Performs other duties as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Other administrative and management tasks may be assigned as appropriate.
- Attend meetings on nights and weekends as needed.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in city planning, urban design, landscape architecture, or a closely related field. A relevant graduate degree in a design discipline is strongly preferred.
- Five plus (5+) years of experience related to zoning/land use in a local government setting.
- Demonstrated knowledge of applicable local and state law.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read and comprehend architectural, site, and construction plans and specifications, as well as research and analyze technical reports, plans, regulations, etc.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Ability to create reports, graphs, charts, maps, etc. of a technical and complex nature in a format capable of being understood by a targeted audience.
- Must be proficient in a variety of computer software applications: Microsoft Word, Excel and other Office applications as necessary, GIS experience a plus.

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.

Physical Demands	Comment	Frequency (select one)			
		Rarely	<1/3	1/3 < 2/3	>2/3
Standing		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of hands/fingers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending / Stooping		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting	Up to 35 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tasting / Smelling		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle operation	Type:Automobile (Non-CDL)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands	Level (select one)
Communication	<input type="checkbox"/> Comprehend and use basic language, either written or spoken, to communicate information and ideas <input checked="" type="checkbox"/> Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas
Calculation	<input checked="" type="checkbox"/> Perform numerical operations using basic counting, adding, subtracting, multiplying or dividing <input type="checkbox"/> Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols
Problem Solving	<input type="checkbox"/> Formulate and apply appropriate course of action for routine or familiar situations <input checked="" type="checkbox"/> Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations

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, CONNECTICUT 06604
TELEPHONE: (203) 576-7103



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



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.