

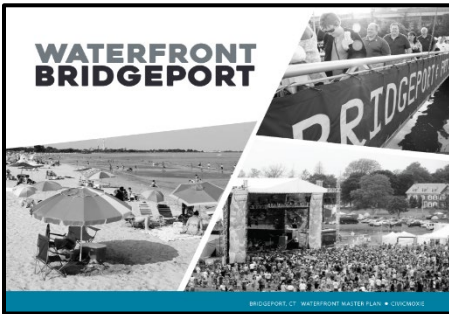


# CITY OF BRIDGEPORT, CONNECTICUT

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

## **City Planner III** *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:** \$81,118.00 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 in 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](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, 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](mailto:COB.Jobs@bridgeportct.gov). Please include "Planner III - OPED" in the subject line.

**Accepting complete submissions until Friday, May 9, 2025.**  
**Applicants will be reviewed on a rolling basis.**

*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 11<sup>th</sup> 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 Paier College of Art and 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:**

Professional work involving short- and long-term city planning activities of a highly technical nature. Requires extensive knowledge of comprehensive land use and urban planning principles and practices. The ability to be flexible, to be accurate, to manage multiple projects, and to interact and communicate with the public and private sectors is required.

### **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, maintain, and update the city’s Master Plan of Conservation and Development and other core planning documents associated with the City Planning Department, such as the Complete & Safe Streets Plan, Waterfront Master Plan, Affordable Housing Plan, and Climate Action Plan.
- Stay updated on emerging trends, technologies, and best practices in urban and regional planning.
- Research, analyze, and report on various social, economic, regulatory, and environmental data associated with a variety of city projects.
- Find creative solutions to complex problems and present them in a clear and concise manner to relevant stakeholders (city departments, government officials, community groups, etc.).
- Develop and implement comprehensive community outreach and engagement strategies to incorporate feedback into planning processes; support the development of Engage Bridgeport platform to expand public input opportunities.
- Review planning issues and documents for completeness, accuracy, and compliance with established city policy, ordinances, and plans.
- Make recommendations as to the relevance and applicability of various city proposals to established city plans, regulations, and goals.

- Write local, state, and federal grants and permit applications; administer grant-funded projects, ensuring compliance with grant requirements and reporting.
- Research and respond to requests for information from the general public, businesses, and other governmental entities.
- Understand and utilize mapping software (GIS) to accomplish required tasks specific to each project.
- 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:**

- Master's degree in planning or a closely related field.
- Four-plus (4+) years of direct planning experience in a professional environment is required. Specialty training and/or skills in a planning-related discipline may be substituted for one year of experience.
- Any acceptable and equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

#### **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

Please include: resume, cover letter, one writing sample

**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 <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 <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS		
<p>The following section is voluntary and will in no way be used to influence your possible selection for any position. For the purposes of Affirmative Action, we are requesting that you fill out the data below. 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>		
<p><b>Gender</b></p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Non-Binary</p> <p><input type="checkbox"/> Prefer not to answer</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>Ethnicity</b></p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Native American</p> <p><input type="checkbox"/> Pacific Islander</p> <p><input type="checkbox"/> White/Caucasian</p> <p><input type="checkbox"/> Prefer not to answer</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>How did you hear about us?</b></p> <p><input type="checkbox"/> City of Bridgeport Website</p> <p><input type="checkbox"/> Job Board (Indeed.com, etc.)</p> <p><input type="checkbox"/> Social Media (Facebook, etc.)</p> <p><input type="checkbox"/> City Employee _____</p> <p><input type="checkbox"/> Networking Event/Job Fair</p> <p><input type="checkbox"/> University/College Career Center</p> <p><input type="checkbox"/> Other: _____</p>

DISCLAIMER AND SIGNATURE		
Signature		Date

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.