NOTICE
JOB POSTING

TO: City of Bridgeport employees affiliated with the Connecticut Laborers' District Council for the Bridgeport Public Employees Union (aka "LIUNA"), Local 665

FROM: Civil Service Commission Office

DATE: Monday, August 10, 2026

RE: Senior Economic Development Associate

The City of Bridgeport's Office of Planning and Economic Development, Planning Division has an opening for the position of Senior Economic Development Associate.

The responsibilities of this position will include the management of major projects and initiatives for the Office of Planning and Development (OPED). A complete job description is attached.

The essential functions or duties described above are a general statement of 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.

Current annual salary of $82,335.00. Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of forty-five (45) days.

If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or COB.JOBS@bridgeportct.gov. If submitting electronically, please include the following in the subject line: *"Senior Economic Development Associate – Member Name – LIUNA Bid."*

DEADLINE TO APPLY IS Tuesday, August 25, 2026. This notice is also available for review on our City's Career Website at www.bridgeportct.gov/careers.

This document serves as general notice as required by LIUNA, Local 665 Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

JOB DESCRIPTION

Job Title:	Senior Economic Development Associate
Department:	Office of Planning and Economic Development (OPED)
Union:	LIUNA
Job Class Code:	G351
Prepared Date:	February 25, 2020

GENERAL STATEMENT OF DUTIES

The Senior Economic Development Associate manages major projects and initiatives for the Office of Planning and Development (OPED).

SUPERVISION RECEIVED: Acts under the supervision and direction of the OPED Director or Deputy Director.

SUPERVISION EXERCISED: As assigned, supervises other OPED staff on a project specific basis.

ESSENTIAL DUTIES AND RESPONSILITIES

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.

- Manage multi-faceted economic development projects, prepare and manage project budget and finances.
- Formulate and complete complex project workplans and obtain necessary approvals for workplans.
- Prepare written reports, grant applications, contract scopes and official communications.
- Prepare and evaluate RFPs, RFQs and City Council submittals.
- Manage contractors and consultants to advance projects to completion.
- Work collaboratively with all other City departments, private sector developers, business owners, elected officials and community stakeholders.
- Represent OPED in community and governmental meetings.
- Work with funding sources and agencies from state and federal government.
- Administer projects per City procedures (e.g. re: financial management, procurement).
- Perform other program/project functions as required.

MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE

- A Bachelor's degree in urban planning, urban development, public policy, public administration or real estate development finance or a closely related discipline required. A Master's degree in related disciplines preferred.
- A minimum of eight (8) years responsible experience in economic development project management. *(A Master's degree may be substituted for two (2) years of relevant experience.)*

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of, and experience in, the administration of best-practices in development finance, brownfield redevelopment, urban planning, public administration.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Must be proficient in a variety of computer software applications: Microsoft Word, Excel and other Office applications as necessary.
- Excellent written and verbal communication skills.

LICENSES AND CERTIFICATIONS

Valid Connecticut Drivers License

PHYSICAL DEMANDS:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining 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. Work environment is professional and both team and autonomy oriented.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.