



## CITY OF BRIDGEPORT, CONNECTICUT

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

### **Special Project Manager (GIS)**

**Salary:** \$60,327.00 - \$72,733.00 – 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](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, March 28, 2014**

#### **GENERAL STATEMENT OF DUTIES:**

Under the general supervision of the Planning Director, coordinates with Greater Bridgeport Regional Council on their design, implementation and maintenance of the Bridgeport's Enterprise Geographic Information System (BGIS), creates map layers, performs spatial analysis for OPED and other offices, does related work as required.

#### **ILLUSTRATIVE DUTIES:**

Within the Bridgeport's Enterprise Geographic Information System (BEGIS), works with Greater Bridgeport Regional Council staff to create and maintain cadastral, planimetric, hydrographic and other data layers; ensures these layers are current and in compliance with GIS mapping standards.

Coordinates the preparation and maintenance of graphics required by the Office of Planning Economic Development and other City offices and agencies; interacts with key department and general public on Geographical Information System.

Supervises the development of customized BEGIS applications and coordinates GIS interdepartmental data sharing.

Review and checks all city-maintained maps for compliance with BEGIS mapping standards and Land Use regulations.

Assists in collection of basic population, social and economic data used for Office of Planning and Economic Development projects.

Perform BEGIS system maintenance, data and metadata monitoring and testing in coordination with staff at Greater Bridgeport Regional Council.

Collects information in the field, using the internet and other sources.

Designs graphics for reproduction and printing public distribution illustrating plans/data generated.

Answers public inquiry on projects with which he/she is associated and as to office policies and procedures. Helps GIS staff in other City departments and public complete maps and data requests.

Under the guidance and direction of the Information Technology Services department:

- Evaluates/attends software demonstrations and makes recommendations based on end user requirements and full integration into existing system.
- Upgrade software as required and manage daily operational environment.

Works with outside agencies as assigned.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

1. Extensive knowledge of GIS systems, technologies and applications, including ESRI product line and tool sets, ARC info. ARC GIS, ArcView, and extensions, AutoCAD 2004, Access and Visual Basic, and related programming languages.
2. Excellent understanding of mapping principles, database management, map automation and analysis.
3. A working knowledge of municipal governmental operations.
4. Ability to work independently at the highest level of all technical phases of system analysis.
5. Excellent communication skills and ability to write clear and concise memos, reports and documentation.
6. Strong organizational skills and project management skills.
7. Able to analyze and diagnose problems as well as research and interpret codes, regulations, standards, plans and specs, legal descriptions, and various government documents.
8. Customer service oriented and be sensitive to the public process.
9. Attendance at work related meetings, actives and/or vents, outside of normal business hours, will be required as needed.

**QUALIFICATIONS:**

Graduate of an accredited college or university with a Bachelor's degree in Computer Science, Planning, Engineering, Geography or related field and two (2) years of experience in the GIS technology field, including ARC Info, ARC GIS Modules, AutoCAD and programming language, of which one (1) year must include project management experience OR an equivalent of Training and experience.

Note: A Master's degree in Computer Science, Planning, Geography or related field may substitute for one year of related work experience.

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

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