



## 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:** Tuesday, July 16, 2024

**RE:** Planner II

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

The responsibilities of this position will include professional work involving short- and long-term city planning activities of a highly technical nature. Success in this role will require but not limited to the following: (1) an extensive knowledge of comprehensive land use and urban planning principles and practices, (2) flexibility, (3) high-level of accuracy managing multiple projects, and (4) ability to interact and communicate with the public and private sectors is required. A complete job description is attached.

The essential functions or duties described above is 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 \$73,053.00. 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](mailto:COB.JOBS@bridgeportct.gov). If submitting electronically, please include the following in the subject line: "*Planner II – Member Name – LIUNA Bid.*"

**DEADLINE TO APPLY IS MONDAY, July 29, 2024.** This notice is also available for review on our City's Career Website at [www.bridgeportct.gov/careers](http://www.bridgeportct.gov/careers).

This document serves as general notice as required by NAGE, RI-200 Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

## **JOB DESCRIPTION**

Job Title: **PLANNER II**  
Department: Office of Planning and Economic Development  
Reports To: Director of Planning  
Union: LIUNA  
Job Class Code: G046

### **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.

**SUPERVISION RECEIVED:** Supervision provided by the Director of Planning; and/or department authority or designee

**SUPERVISION EXERCISED:** None

### **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.

1. Research, analyze, and report on various social, economic, regulatory, and environmental data associated with a variety of city projects.
2. Find creative solutions to complex problems and present them in a clear and concise manner as required.
3. Update and maintain the city's Master Plan of Development and various other databases associated with the City Planning Department.
4. Review planning issues and documents for completeness, accuracy, and compliance with established city policy, ordinances, and plans.
5. Make recommendations as to the relevance and applicability of various city proposals to established city plans, regulations, and goals.
6. Write local, state, and federal grants and permit applications; assemble a wide variety of neighborhood and project plans; and research and respond to requests for information from the general public, businesses, and other governmental entities.
7. Understand and utilize mapping software (ESRI) to accomplish required tasks specific to each project.
8. 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

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's degree in Planning or a closely related field. Master's degree in an appropriate field is preferred.

**EXPERIENCE**

Two to four (2-4) years of direct planning experience in a professional environment.

**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**

Valid Connecticut Drivers License

**PHYSICAL DEMANDS**

Refer to attached sheet

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.

**Physical & Cognitive Demands**

**Date: 8/1/2010**

Position Title: Planner II

Position #:

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

*The above list is intended to be a fair representation of the 'typical' physical and cognitive demands of the position. It is not, nor is it intended to be, a comprehensive listing of all physical or cognitive demands encountered in this position.*