

Director of Policy and Management

BRIDGEPORT Policy and Management

BRIDGEPORT, CONNECTICUT



Director of Policy and Management Job Announcement

APPLICATION DEADLINE: Submission period open until filled

The City of Bridgeport invites applications for a position of key importance to the City!

THE CITY OF BRIDGEPORT

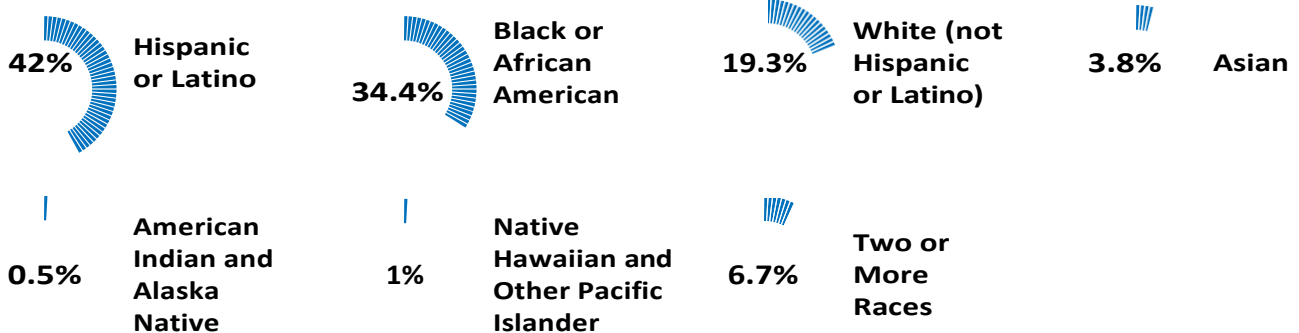
Located on the northern shore of the Long Island Sound, approximately 60 miles northeast of New York City and 60 miles southwest of Hartford, the City of Bridgeport is the crossroads of one of the best land, sea, rail, and air transportation systems in Connecticut.

Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City Mayor and renowned showman, P.T. Barnum. The [Harbor Yard Amphitheater](#) holds live music and other shows. The [Arena at Harbor Yard](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Beardsley Zoo](#) is one of the most visited tourist attractions in the State. The [Discovery Museum and Planetarium](#), located in the north end of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [comedy club](#), [cabaret theater](#), and several other theaters and water fronts.

The City is a major medical, legal, industrial, financial and entertainment center. Two medical centers provide for many of the health care needs of the Greater Bridgeport area. Federal, State, and County courthouses are located within the central business district. Corporate and regional business offices are located downtown, and major employers residing within the City’s boundaries include Bridgeport Hospital, and St. Vincent’s Medical Center. The City, long a major manufacturing center, remains the home of more than 200 innovative manufacturing companies exploring new technologies and occupying unusual and unique market niches.

The Greater Bridgeport area boasts four institutions of higher learning: The University of Bridgeport, Fairfield University, Sacred Heart University, and Housatonic Community College. These educational institutions provide the City’s corporate and business communities with skilled personnel and enhance the area’s cultural and community activities. Housatonic Community College, located in the heart of the City’s central business district, is one of the fastest growing in Connecticut.

Demographics¹



¹ U.S. Census Bureau (2022)

CITY GOVERNMENT



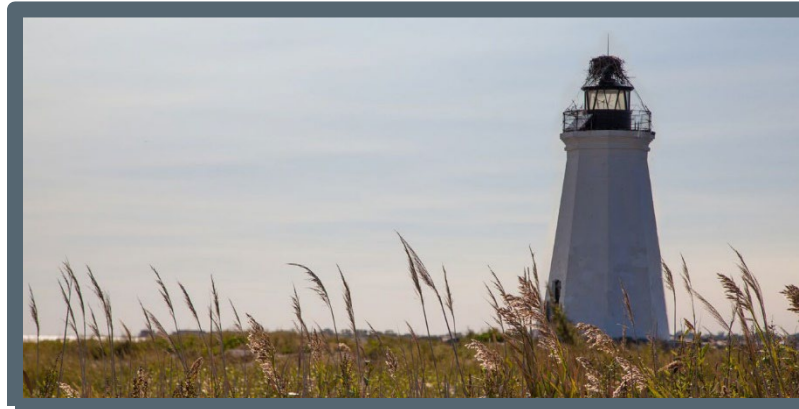
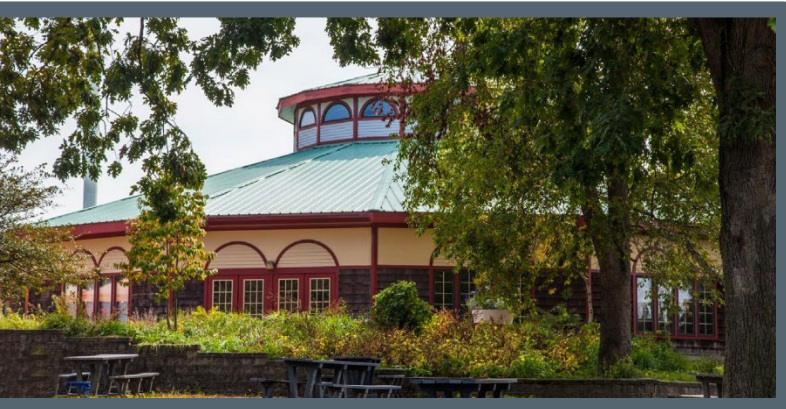
GOVERNING STRUCTURE

The City of Bridgeport 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. Its members are elected by 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.

The Director of Policy and Management shall be appointed by and serve at the pleasure of the mayor.



BRIDGEPORT POLICY AND MANAGEMENT

The Bridgeport Department of Policy and Management is responsible for budget analysis, development and administration; operations planning and improvements; program performance evaluation and monitoring; management improvements for all boards, commissions and departments of the city; intergovernmental relations and such other functions as the mayor or the city council may, from time to time, assign to it.

For more information, please visit:

<https://www.bridgeportct.gov/government/departments/office-policy-management>

Mission:

Our mission is to integrate financial and operational planning and control; to relate dollars to results and to insure the cost effectiveness of City services. This office prepares and reviews the City's budget, guides a system for performance management and oversees the implementation of management improvements projects. OPM is the focus for management, policy and program analysis for the City. The office is the budgetary liaison between all City departments, the Mayor, and the City Council.





Seal of the City of Bridgeport, Connecticut
 INCORPORATED 1836

BPT

BRIDGEPORT PROGRESS TOGETHER

BRIDGEPORTCT.GOV/EXPLORE



DIRECTOR OF POLICY AND MANAGEMENT

DUTIES CHARACTERISTIC AS TO TYPE AND LEVEL:

The director of policy and management shall be responsible for the general supervision of the operations and management of the department of policy and management. They shall advise and assist the mayor, chief administrative officer, the city council and the board, commissions and department of the city with respect to matters within the jurisdiction of the department of policy and management. The director shall be responsible for the preparation of the department's budget, the supervision of all employees of the department and the preparation of an annual report on the activities of the department of policy and management.

Administrative and professional work directing municipal budget initiatives, including responsibility for planning, directing, coordinating, and supervising all matters within the jurisdiction of the department of policy and management. Under the general direction of the Mayor, the Director has all the duties imposed by Federal regulation, General Statutes of the State of Connecticut, Bridgeport Municipal Charter and Bridgeport local ordinances.

This department director level position involves various leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs and projects. The incumbent works under the general direction as noted above, and must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge to accomplish both municipal and program objectives.

This leadership role requires strong analytical and technical abilities and demands carefully thought-out decisions. The job centers on developing new ideas, systems, and operations, in addition, analyzing and improving established ones. A high level of expertise is expected. The successful candidate will have a style that is purposeful and directed; advancing the City and budget, policy management strategy to improve operations and decision making.

TYPICAL TASKS OR ASSIGNMENTS:

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.

- Certification as to the availability of appropriated funds for expenditure and for the payment of every obligation arising by reason of proposed purchases or contracts of every budgeted agency of the city
- Supervision of the operation and management of the department which are under its jurisdiction, and other divisions as assigned.
- Complies, interprets, manages, and handles all aspects of the municipal operating and capital budgets.
- Advises and assists the mayor, the city council and department heads in all matters relating to budget preparation, adoption and administration, as well as budget transfers.
- Conducts and/or oversees operational audits intended to improve the management of various city departmental activities.

- Responsible for the presentation of a consolidated annual budget to the mayor, chief administrative officer, and city council, as well as the annual five (5) year capital improvements plan.
- Meet or otherwise collaborate with other departments or city administration, external agencies, federal and state government officials, and significant individuals on the investigation and proposed or possible resolution of problems; including the initiation or planning of new programs and the expansion of existing wherever warranted.
- Meet with the executive leadership or other staff members of various operating divisions, sections, or projects of the department to provide budgetary direction to their respective programs.
- Performs related work as necessary.

MINIMUM QUALIFICATION REQUIREMENTS:

College graduation with specialization in public administration or management, planning, business administration, government, political science, economics, finance or similar field; or such combination of education and experience as meets the approval of the City of Bridgeport.

Preferred knowledge, skills and abilities:

- Knowledge of theory, principles, practices, and techniques of public administration; including budgeting and financial planning, financial/budget management, human resources, purchasing, risk management, operations management, and other general operational support services.
- Knowledge and understanding of relative federal and state laws and regulations and their application at a local level.
- Ability to analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations, and sources of revenue.
- Ability to operate flexibility within shifting political and operational constraints.
- Ability to analyze work problems and prescribe remedial actions.
- Ability to plan, direct and control the resources available to the city.
- Good computer skills and a knowledge of Microsoft office applications including Word, Excel, PowerPoint, and Outlook are essential.
- Knowledge of MUNIS or other budget software applications.
- Ability to plan, schedule, assign and supervise the work of others as required; ability to prepare and maintain accurate records, narrative, and statistical reports; ability to carry out assigned projects to their completion.
- Ability to effectively communicate orally and in writing to management, co-workers, customers, and the public.
- Ability to write concisely to express thoughts clearly, and to develop ideas in logical order.
- Ability to prioritize, organize, and perform work independently; ability to make decisions and act quickly.

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 accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate office equipment and machinery with some requiring rapid adjustments such as a computer keyboard and terminal, photocopier, and calculator.

- Essential and marginal functions may require maintaining the 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.
- Additional hours and attending meetings outside regular work hours may be required. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone, and other interruptions.

SALARY & BENEFITS:

\$138,740.00 - \$152,610.00 - Salary for this position is established per Bridgeport Municipal Ordinance 2.36, salary of selected candidate will be determined by the Mayor. Salary shall be subject to across-the-board cost of living increases afforded to other Bridgeport City Supervisors anticipated to include: (1) 3% retroactive to July 1, 2023 (\$142,902.00 - \$157,188.00), (2) 3% retroactive to July 1, 2024 (\$147,189.00 - \$161,904.00), (3) 3% effective July 1, 2025 (\$151,605.00 - \$166,761.00), and (4) 3% effective July 1, 2026 (\$156,153.00 - \$171,764.00).

This summary provides a brief overview of the benefits available to regular full-time municipal employees, depending on the employee group some of these benefits include retirement pension administered by the Connecticut Municipal Employees Retirement System (CMERS), health insurance (medical, dental, vision, prescription), life insurance, short- and long-term disability, paid leave (sick, vacation, and personal), paid holidays (13), and more.

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. Tuition reimbursement is available to all City employees based upon the terms of the contract which covers the employee. Additionally, tuition discounts may be available at various Universities and or Colleges that have partnered with the City of Bridgeport.

APPLICATION PROCESS:

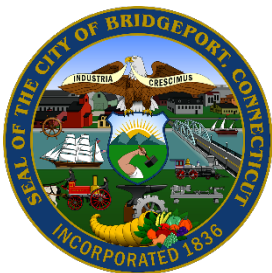
To apply please mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to COB.Jobs@bridgeportct.gov. Please include "Bridgeport Director of Policy & Management" in the subject line.

This position will require a pre-employment medical examination and drug screening.

An Equal Opportunity Employer VET/AA/DIS/SO/GI

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: (203)576-7103

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.



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	NO

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	NO

DEMOGRAPHICS				
For the 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.				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
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"/>

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.

