



City of Bridgeport, Connecticut Civil Service Commission/Human Resources

NOTICE JOB POSTING

TO: LIUNA – City of Bridgeport Employees
FROM: Civil Service Commission/Human Resources
DATE: November 14, 2024
RE: Design Review Coordinator

The **Office of Planning and Development** has an opening for the above-referenced position.

Annual Salary is \$90,930.00 and the Job Description is attached.

If you are a LIUNA-affiliated employee and meet the requirements for the above position; you may bid by:

- 1) Submit a resume in person to City Hall, 45 Lyon Terrace, Room 106 during business hours of 9:00 am - 5:00 pm.

OR

- 2) Submit resume to COB.Jobs@BridgeportCT.gov using the Subject line of “LIUNA – Design Review Coordinator - OPED”

This Notice is also available for review on our City’s Career Website
<https://www.bridgeportct.gov/government/departments/civil-service/city-careers>

Deadline for signing is November 27, 2024, at 11:59pm.

JOB DESCRIPTION

Job Title: Design Review Coordinator
Department: Office of Planning and Economic Development (OPED)
Union: LIUNA
Job Class Code: 2307
Prepared Date: February 21, 2020

GENERAL STATEMENT OF DUTIES

This position will provide urban design services in support of the functions of the Economic Development, Planning and Zoning offices. The Design Review Coordinator will recommend and develop specific urban design approaches for OPED in support of its development activities. This position will provide formal written and graphic analysis as to the regulatory conformity of development projects submitted for review to the Zoning Office and to the Historic District Commissions, and will present such analysis as needed to the Zoning Official, the Planning and Zoning Commission, the Zoning Board of Appeals, and the Historic District Commission as applicable.

SUPERVISION RECEIVED: Acts under the general supervision of the Deputy Director (for Regulations and Enforcement) of the City's Office of Planning and Economic Development

SUPERVISION EXERCISED: Limited

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.

The Design Review Coordinator will be responsible for developing the urban design approaches articulated within RFPs for the redevelopment of city-owned property; the review of developer proposals submitted in response to such RFPs; the continuing engagement with developers during project design formation; the development of specific urban design concepts and presentation materials needed to support OPED's funding proposals and project proposals; the design of public realm improvements including such elements as open space, pocket parks, nature trails, multi-modal paths, bike trails, waterfront access areas, façade improvements, public art improvements, urban place-making and activation initiatives, transit-oriented development improvements; public lighting schemes, food-truck courts; traffic calming and pedestrian-enhancing transportation infrastructure; wayfinding infrastructure; wireless technology infrastructure; resilient infrastructure; complete streets infrastructure; underpass treatments; the restoring of street fabric and character to strip retail development areas.

In addition, this role includes:

- Developing and implementing best practice approaches to urban design, planning and regulatory reform initiatives regarding such matters as historic district infill standards, façade transparency and retail display standards, community garden standards, roof-top development, integrated signage, up-lighting of buildings, private murals, public art, artisanal retail, live-work space, public waterfront access areas, pop-up developments and temporary developments, planned development districts.
- Presenting analysis and reports and policy recommendations before appropriate public bodies and neighborhood groups.
- Providing follow-up review of approved projects to confirm compliance with regulatory requirements and the keeping of records of all such activities.
- Performing other duties as required.

MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE

- A Bachelor's degree in city planning, urban design, landscape architecture, architecture or a closely related discipline required. A Master's degree in referenced disciplines preferred.
- At least two (2) years of relevant experience in a government setting required.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Proficiency in the graphic design skills required for the urban design deliverables.
- Demonstrated working knowledge of best practices in urban design and development.
- Strong customer service skills and a commitment to public service.
- 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, reading 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.