



CITY OF BRIDGEPORT,
WEST VIRGINIA

**CITY
MANAGER**



COMMUNITY INFORMATION

BRIDGEPORT, WEST VIRGINIA (Population: 9,310) is seeking their next City Manager. Serving Bridgeport is one of the best management opportunities in the mid-Atlantic region. The City has over \$25 million in capital projects planned for the coming years with others projects in the planning phase. The City is stable both financially and politically. For these reasons and many others, this position is one to consider if you want to be the City Manager of a dynamic city.

Bridgeport was first settled between 1771 and 1774. Settlers built a fort for protection from the Native Americans and established Simpson Creek Baptist Church, one of the first churches west of the Allegheny Mountains. The town was named for a bridge across Simpson Creek, but it is not clear which bridge inspired the name. Early settlers built a pontoon-style bridge out of logs tied with hickory branches. Then in the early 1800's, a wooden covered bridge was constructed across the creek. Legend has it that resident Joseph Johnson (later governor of Virginia) saw the bridge as a port. When Johnson sought a charter for a new town to be built on 15 acres of land, he called the town "Bridgeport." The town was chartered in 1816 and incorporated in 1887.

The Northwestern Virginia Turnpike was the first road to lead directly from Bridgeport to Clarksburg. The Bridgeport section opened in 1838, and the first stagecoaches began operating on the line in 1852. The turnpike later became part of U.S. 50. Now, Bridgeport and the entire region have benefited greatly from its prime location at the intersection of Interstate 79 and U.S. Route 50.

In addition to interstate access, the City is the location of the North Central West Virginia Airport. The airport is currently served by two commercial airlines, Allegiant and Contour. Contour Airlines offers daily service to Charlotte Douglas International Airport (CLT), while Allegiant offers weekly service to Orlando/Sanford and St. Pete/Clearwater (PIE), as well as seasonal service to Myrtle Beach and Destin-Fort Walton Beach. The airport is approximately 665 acres and has one of the longest commercial service runways in West Virginia at 7,800 feet. The airport is currently undergoing a \$25 million terminal project.

Bridgeport is a vibrant and growing community and has been a leader of growth in the state. The City has continued to experience development due to the community's ideal regional location with excellent interstate access and a regional airport that continues to increase connectivity for the city via air travel. The City is a model of how to use planning for the betterment of the entire community by investing in infrastructure well in advance of development, gathering community input and support for major improvements working to enhance the economy through a variety of public and private partnerships.



BRIDGEPORT AT A GLANCE



Population: **9,310**



10.6 square miles



Median household income: **\$87,936**



Median age: **44.1**



Bridgeport is the location of the **North Central West Virginia Airport**

- **665** acres
- Longest commercial service runway in West Virginia at **7,800** feet





Charles Pointe is an award winning \$1.5 Billion state-of-the-art mixed-use community spanning over 1,700 acres.



White Oaks Business Park is a 470-acre park located adjacent to West Virginia's rapidly growing I-79 corridor.

With a total area of approximately 10.6 square miles, Bridgeport is positioned for future growth. Despite topographical constraints, there are numerous major developments within the city that continue to grow.

Charles Pointe is an award winning \$1.5 Billion state-of-the-art mixed-use community spanning over 1,700 acres along the I-79 corridor. By combining commercial, residential, and recreational opportunities in one community, Charles Pointe is a desired location. There is currently a mix of residential, restaurants, commercial, office space, hotels, and convention space. Charles Pointe is home to the newly constructed Menards, and the City anticipates further development in that area.

White Oaks Business Park is located adjacent to West Virginia's rapidly growing I-79 corridor and is situated at the crossing of I-79 and Highway Route 279, spanning exits 124 and 125. The 470-acre park has been designed as a modern, green business park with a campus style atmosphere that offers support services and adjacent to United Hospital Center (UHC), FBI's Criminal Justice Headquarters, and FBI's Biometrics Center of Excellence. White Oaks offers a unique combination of professional business services, health services, hospitality, restaurants, and retail. Green spaces and outdoor areas are included in the master plan to provide an inviting atmosphere for all users.

Meadowbrook Mall is a regional shopping mall located in Bridgeport. With a total of 97 stores and services, the mall encompasses 849,206 square feet, with five anchor tenants. The City of Bridgeport is also home to numerous retail shopping plazas.

With a higher-than-average median household income at \$87,936 and a median age of 44.1, Bridgeport is seen as a model community in the state.



Bridgeport has consistently been ranked as one of the **safest** cities in West Virginia.

- **16th** in "50 Best Cities to live in the US" - *USA Today* (2019)
- Bridge Indoor Recreation and Sports Complex ranked one of the "**New Sports Venues to Watch** in 2021" - *Sports Travel Magazine*
- **24th** in "America's 50 Best Cities to Live" - *MSN.com* (2020)
- **5th** place, "20 Best Places to Live in West Virginia" - *Money Inc.*
- **1st** "10 Happiest Places to Live in West Virginia" - *Zippia*

Largest Employers:

- WVU Medicine/United Hospital Center
- Pratt & Whitney
- MHI (Mitsubishi Heavy Industries)
- The Thrasher Group
- Civil and Environmental Consultants
- Steptoe & Johnson



SCHOOL SYSTEM/EDUCATIONAL OPPORTUNITIES

Bridgeport schools are part of the Harrison County Board of Education system. Bridgeport is served by two elementary schools, a middle school, and a high school with a total school enrollment of over 3,200 students. Johnson Elementary School is a new multi-million dollar, two story structure situated on the same campus with the middle school and high school. It has a student enrollment of over 700 students in Pre-Kindergarten to 5th grade. Johnson Elementary is ranked within the top 5% of all 629 schools in WV based on math and reading proficiency for school year 2020-2021.

Simpson Elementary School is housed in the original Bridgeport High School, which was originally built in 1909, but has been through several renovations. It has a total enrollment of over 480 students in pre-kindergarten to 5th grade.

Bridgeport Middle School was completed in the spring of 1995 and houses grades 6-8 with a total enrollment of over 600 students. The technology-rich environment offers students access to computers in all classrooms as well as eight other computer labs. Each grade level has a designated pod of classrooms, computer lab and a team of teachers.

Bridgeport High School (BHS) is in a building opened in 1963 and has had three major additions to accommodate the enrollment. With an enrollment of 820 students, BHS has the highest standardized test scores in Harrison County. BHS offers several advanced placement classes and dual credit courses, and ranks as a top school and overall, #2 high school in WV according to US News and Niche in 2023. BHS ranked in the top 5% in the nation and has an almost perfect graduation rate of 99%, according to US News. Bridgeport High School has won multiple State Championships in Academics and Athletics.

Bridgeport is also home to Heritage Christian School which serves a five-county region. They serve students from pre-kindergarten through high school with an enrollment of approximately 150 students. The school was founded in 1996.

West Virginia Junior College has a campus in Bridgeport offering various programs in the medical field including Nursing, Practical Nursing, Dental Assistant, Clinical Medical Assistant, and Medical Billing/Administration. Additionally, they offer online programs in Medical Coding, Healthcare Administration, Pharmacy Technician, Cybersecurity, Business Administration/Accounting/Human Resources.

Pierpont Community and Technical College is located at the Robert C Byrd National Aerospace Education Center at the North Central WV Airport and specializes in aircraft maintenance. The Governor of WV just recently signed Senate Bill 1029 that will provide funding for a new \$25 million training facility. In addition, Fairmont State University has a undergraduate pilot training program.



OUTDOOR/INDOOR ACTIVITIES

The greater Bridgeport area offers a variety of indoor and outdoor venues that will appeal to recreational enthusiasts of all ages. The Bridgeport Parks and Recreation department is charged with providing parks and recreation services to the citizens of Bridgeport. The department strives to provide top-notch facilities and continue to develop and improve. The department operates six park areas including Bridgeport City Park, Deegan and Hinkle Lakes Park, the Benedum Civic Center grounds, Compton Park, Briarwood Park and White Oaks Park. The department also operates the Benedum Civic Center community center, the Bridgeport Pool, playgrounds, sporting courts, athletic fields, picnic shelters and many miles of walking trails. The operation and maintenance of the Bridgeport Cemetery is also under the supervision of this department.

With The Bridge Sports Complex, Bridgeport is one of West Virginia's top sports destinations. The first phase of The Bridge was completed in 2012. This included the wagon-wheel baseball complex, multipurpose fields, basketball court, picnic pavilion and walking trail with new additions continuing to be added. Throughout the year, the complex employs between 150-200 employees, making it a great employment entry point for local youth. The Bridge has become one of the premiere baseball facilities in West Virginia. It has provided elite facilities for local use and an economic tool by hosting an average of 16 travel baseball events a season. It is estimated that the impact to our economy and community from the Complex runs just over a million dollars spent in area hotels, restaurants, gas stations, our local mall, etc.

As part of The Bridge, the CityNet Center is a state of art facility encompassing approximately 156,000 sq. feet and was completed in June of 2021. It has become the gold standard of sports and wellness facilities in the region. The facility boasts six (6) hardwood courts, 35,000 square feet indoor artificial turf field, 25 yard x 25 meter ten lane competitive pool with a 25 meter warm pool, indoor walking track, fitness area, concession area, entertainment area, and an outdoor artificial turf feature field and walking trails/cross country course. The facility hosts around 60 sporting/community events annually and runs sport-oriented community programming throughout the year. In addition, The CityNet Center has around 5,000 members that reside in the region. Currently, the complex is exploring additional growth on the property. A new master plan is being created that will expand the complex which will accelerate tourism dollars coming to the region.



Total budget: 2023-2024
\$27.2 million General
fund budget **\$19 million**



187 FTE employees with an additional **190 part-time** employees primarily for the recreation complex.



Departments

Community & Economic Development, Emergency Management, Engineering, Finance, Fire, Human Resources, Information Technology, Library, Parks & Recreation, Police, Public Works, and The Bridge.

BRIDGEPORT CITY GOVERNMENT

Bridgeport is a home rule community and operates under a Manager-Mayor plan as set forth in West Virginia Code (§2-3-8). The City is governed by a City Council consisting of an elected Mayor and Recorder with five other elected council members for four-year terms. The office of Mayor has a two-term limit. The City Manager is appointed by Bridgeport City Council and serves at their pleasure.

The City Manager's powers and duties are set in state law and the City Charter. The Manager shall be the administrative authority of the City and shall manage the affairs of the City under the supervision of the Council. In accordance with West Virginia Code and the Charter, the Manager shall appoint and employ all subordinates and employees.

The Manager is responsible for the daily administrative operations of the City; to see that the orders, bylaws, ordinances, acts and resolutions of the council are faithfully executed and enforced; and to see that the laws of the State are enforced within the corporate limits of the City.

In addition to Parks and Recreation and The Bridge Sports Complex departments previously mentioned, Bridgeport has the following departments: Community & Economic Development, Emergency Management, Engineering, Finance, Fire, Human Resources, Information Technology, Library, Police, and Public Works.

The Community & Economic Development Department coordinates all development and land use planning throughout the city. The department is tasked with administering the state building code, ICC, zoning regulations, planning, and property maintenance codes. Economic development support is provided to the City Manager, Mayor and City Council. The mission is to ensure the citizens and business owners of Bridgeport an excellent quality of life through properly designed and controlled growth. This department includes the director and three (3) Code Enforcement Officers.

The City of Bridgeport's Office of Emergency Management consists of our Director of Emergency Management who is dedicated to serving and protecting the residents of, and visitors to Bridgeport by maintaining and administering an integrated Emergency Management program designed to assure a safe environment through prevention, mitigation, preparedness, response, and recovery to natural and / or man-made disasters.

The mission of the Engineering Department is to "enhance the quality of life for our residential and business community by providing and maintaining quality infrastructure." One goal that supports this mission is to provide effective communication with our customers and the public. Engineering Department duties include planning, designing, cost estimation and construction supervision of infrastructure improvements inside the city limits. The department oversees the hiring of private engineering consultants for project development and design and manages their performance through the completion of the project. The Engineering Department encompasses the GIS section, the wastewater treatment plant, the water distribution and sewage collection systems, and the transportation infrastructure system. The Engineering Department is overseen by the Bridgeport Utility Board, made up of four (4) appointed members and the mayor. Overall, the department is staffed with 18 employees.

The Bridgeport Fire Department is a 31-member career department providing fire, EMS and technical rescue services to Bridgeport and surrounding communities. The department responds to over 3700 calls for service every year. The department staffs nine (9) members on 24 hour rotating shifts and provides two (2) paramedic staffed ambulances in addition to fire response. Many members are trained in specialized areas of technical rescue such as swift water rescue and structural collapse. The department also provides tactical EMS services in cooperation with the Bridgeport Police Department.



The Finance Department is responsible for all activities related to accounts payable, accounts receivable, general ledger, payroll/benefits, as well as utility billing/collections, tax collections, ambulance billing, and licensing/permitting. There are a total of ten office staff, including the Finance Director. The City of Bridgeport processes approximately 7,200 invoices and 68,600 receipts per year. Pay and benefits are processed for approximately 180 regular employees and over 200 part-time employees. There are approximately 5,000 water/sewer bills generated per month, 3,665 customer accounts for fire fees inside the city limits, and 1,300 outside fire customer accounts. The City collected over \$800,000 from ambulance billing in FY 23. The City processes approximately 75 building permits per month and has approximately 2,465 business licenses. Business and Occupation taxes resulted in over \$9 million in FY 23 and municipal sales tax, which supports the operations of The Bridge, generated over \$5 million in FY 23.



The Human Resources Department provides the leadership, direction, and support needed to attract, retain, and develop talented individuals to align ourselves with the ever-changing needs of the City. HR partners with other city departments to maintain a dedicated workforce capable of delivering the exceptional services that make Bridgeport a special place to live, work and play. The HR department provides basic HR services such as recruitment and retention, performance management, legal compliance and records management, employee relations, learning and development, policy development and enforcement, and manages the city's property and liability insurance.



Bridgeport provides a fully staffed, three-person internal IT Department. Having an internal IT department reduces downtime and minimizes disruptions to essential services. This rapid response can be crucial for public safety and welfare. IT staff members are familiar with the City's processes, systems, and culture, leading to better problem-solving and more effective technology support.



It is the mission of the Bridgeport Public Library to provide the materials, resources, and services to help our community meet their personal, educational, cultural, and professional information needs. Located in a 15,000 sq ft building renovated in 2017, the Library has a staff of 16 who facilitate programs and services covering ages birth through older adults. The Library receives the majority of their funding from the City of Bridgeport, but other sources include the State of West Virginia, the Harrison County Commission, the Harrison County Board of Education, and patron bequests.



The Bridgeport Police Department employs 41 individuals committed to the prevention of crime and the protection of life and property; the preservation of peace, order, and safety; the enforcement of laws and ordinances; and the safeguarding of constitutional guarantees. With community services as the foundation, the men and women of the police force are driven by goals to enhance the quality of life, conduct thorough investigations, seek solutions, and foster a sense of security in our community and its individuals. They nurture public trust by holding themselves to the highest standards of performance and ethics.

Public Works provides services integral to our community on a daily basis. Our in-house services include maintaining streets, water lines, sewage systems, and lighting. The department's mission is to provide quality services with commitment, courtesy, and pride. In partnership with the City of Bridgeport community, this 26-person department strives to provide efficient, cost effective and environmentally responsible services that make Bridgeport a beautiful, vibrant, and appealing City in which to live and work.

Bridgeport is a fiscally conservative driven community placing value on keeping the financial stability of the community at the forefront of their capital planning and growth. The City is a value-driven organization dedicated to responsive, respectful, and courteous customer service. The total budget for 2023-2024 including all funds is about \$27.2 million with a general fund budget of around \$19 million. Water is purchased from neighboring Clarksburg, but the City operates its water and sewer utility departments through the Bridgeport Utility Board and enterprise funds. The City currently has 187 full-time employees and 190 part-time employees.



CANDIDATE QUALIFICATION CRITERIA

The City Council is seeking candidates who are strong leaders in City/County Management with a proven record of providing effective leadership in a complex organization, preferably in a City, County, Township, Village, Town, Borough, or other level of government. Ideal candidates will be able to drive innovation and move agendas forward in a multi-stakeholder environment. The successful candidate will demonstrate excellent communication skills and significant career success in building collaborative, effective relationships across divisions. Additional experience in strategic planning, budgeting and project management and complex problem solving with the ability to work effectively in a wide variety of governmental disciplines is important.

The following factors of education, experience, and leadership and management skills have been identified in the City Charter and by City Council as minimum qualifications and as ideal attributes for the City Manager to possess to function effectively in the position.

EDUCATION AND EXPERIENCE

Per the City Charter:

- The Manager shall be appointed by Council solely on the basis of their executive and administrative qualifications, and they shall have at least three (3) years' experience as a manager or assistant manager in city or county government, and shall hold at least a Bachelor's Degree in a field reasonably related to their duties.
- The Manager need not be a resident of the City or State when appointed but will be required by Council to reside within the City while in office. The performance of the Manager shall be reviewed by Council at least semiannually.

Other Education and Experience:

- A Bachelor's Degree in public administration, public policy, business or related field.
- Possess significant experience at a senior level interacting with elected officials and other stakeholder groups.
- Have a strong understanding of governmental finances and budgetary preparations.
- Demonstrate significant accomplishments in complex project management with the ability to positively interact with elected officials, senior staff, boards or commissions, and community organizations in the development and implementation of project goals and objectives.
- Have experience in economic development, fostering business-community relationships with the City; be adept at how the City can craft meaningful and sustainable economic development initiatives.
- Have extensive experience in delivering written and oral presentations to officials at all levels of the organization, including elected officials.
- Demonstrate the ability to perform organizational analysis in determining the structure of city departments and how to best utilize personnel.
- Have a proven track record of delegating to staff and fostering an attitude of teamwork and creativity in problem solving, while ultimately being accountable for the quality and effectiveness of overall performance of the organization.
- Demonstrate the ability to create and maintain a positive, respectful, and encouraging work environment which fosters the personal and professional growth of staff members.
- Be committed to the community and the City Management profession and have a willingness to commit to a long tenured service in the community.

The starting salary range for the position is \$120,000 - \$140,000 DOQ. The City will also offer an outstanding fringe benefit package. Residency within the City is required. Interested candidates should apply online by 11:59PM on January 31, 2024, with a cover letter, resume, and contact information for at least five (5) professional references to Human Resources Director Jordan Hill at HR@bridgeportwv.com or 515 W. Main St. Bridgeport, WV 26330.

*** All applications will be held in strict confidence only to be shared with the City Council for review.**

The City of Bridgeport, WV is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. They seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities and veterans to apply.