CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, July 15, 2026

Board Members Present: Ann Langley, Chair

Michelle Wigzell (Absent)

Herbert Marsh

Lauren McBride

Alice Ferreira (Absent)

Also, present: Steve Librandi, HR Manager, Tom McCarthy, Director of HR, Luisa Rosario, HR Generalist, and Bill Chin, IT Director.

The meeting was called to order at 12:05 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Herbert Marsh, Seconded by Lauren McBride to Approve June 17, 2026, Regular Meeting Minutes.

VOTE – 3-0 - Item passed.

General Public:

The Chair asked Bill Chin if there was anyone in the General Public present who would like to make a statement. There were none.

New Business:

Steve Librandi presented the request to Approve the Eligibility List for the Road Foreman – Highway Dept. Promotional. 100% Training & Experience.

MOTION made by Ann Langley, Seconded by Lauren McBride to Approve the Eligibility List for the Road Foreman – Highway Dept. Promotional. 100% Training & Experience.

VOTE 3-0 - Item passed

Steve Librandi presented the request to Advertise & Recruit for an Admin III Planning & Zoning – Planning & Zoning Dept. Open & Competitive 80% Training & Experience, 20% Computer Skills.

MOTION made by Ann Langley, Seconded by Lauren McBride to Approve the Request & Recruit for an Admin III Planning & Zoning – Planning & Zoning Dept. Open & Competitive 80% Training & Experience, 20% Computer Skills.

VOTE – 3 – 0 - Item Passed.

Steve Librandi requested that the Board add three items to the agenda; a correction to the Admin III Pension & Budget Eligibility List certified at the June 17, 2026, regular meeting, a Request to Advertise and Recruit for an Economic Development Associate & a Request to Advertise and Recruit for a Deputy Tax Assessor.

MOTION made by Lauren McBride, Seconded by Herbert Marsh to Approve the Request to add three items above to the agenda.

VOTE – 3 – 0 - Item passed.

Steve Librandi explained that there was an error in the ranking order and presented the corrected Eligibility List for the Admin III Pension & Budget position.

MOTION made by Ann Langley, Seconded by Lauren McBride to Approve the Corrected Admin III Pension & Budget Eligibility List.

VOTE – 3 – 0 – Item Passed.

Steve Librandi presented the Request to Advertise & Recruit for the Economic Development Associate position.

MOTION made by Herbert Marsh, Seconded by Ann Langley to Approve the Request to Advertise & Recruit for the Economic Development Associate position.

VOTE – 3- 0 – Item Passed.

Steve Librandi presented the Request to Advertise & Recruit for the Deputy Tax Assessor position. He explained to the Board that this is a new position.

MOTION made by Ann Langley, Seconded by Lauren McBride to Approve the Request to Advertise & Recruit for the Deputy Tax Assessor position.

VOTE – 3 – 0 – Item Passed.

Approval of Transfer list request: There was none.

Civil Service New Hire Report: No Report this month.

MOTION made by Hebert Marsh, Seconded by Lauren McBride to adjourn at 12:21 P.M.

VOTE 3-0 - Item passed.

Respectfully Submitted,

Luisa Rosario

Town of Trumbull

Deputy Tax Assessor

SALARY	$40.61 - $48.49 Hourly $73,910.20 - $88,251.80 Annually	**LOCATION**	5866 Main Street, Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	259-26
DEPARTMENT	Tax Assessor	**OPENING DATE**	07/20/2026
CLOSING DATE	7/31/2026 11:59 PM Eastern		

Description

Under the general direction of the Tax Assessor, this position is responsible for overseeing supervising the day-to-day technical and clerical work of the Tax Assessor Office under the direction of the Assessor. Directs the work of all employees placed in his/her charge by the Assessor. Most duties require independent judgment as well as compliance with the appropriate laws of the State of Connecticut.

Examples of Duties

General Statement of Duties:

- Review and enter assessment data into a computer database to create new taxable accounts.
- Responsible for State & Town Tax Relief Programs. Set up, maintain and update files for exemption programs for the disabled, veterans, elderly tax relief, and renters' relief.
- Assists members of the public in applying for tax exemptions and enters tax exemption information into assessment information systems.
- Provides technical information and assistance to taxpayers, attorneys, Town departments, Boards and the Town Council as well as technical backup for the Assessor's Office.
- Review and follow through on all questions and concerns of the general public involving assessments and matters relating to assessment.
- Prepares information releases to assist the public in understanding assessment procedures, regulations, exemptions, and related matters.
- Supervises, plans, and organizes departmental work according to standard office procedures; establishes priorities in daily task performance.
- Supervises maintenance in regard to GIS system, updates assessors maps show newly-assigned parcel numbers on subdivision/lot splits and complete corresponding clerical work.
- Calculates and enters prorated assessments for tax relief program.
- Assist with Personal Property and Motor Vehicle Grand Lists, such as discovering new businesses, mailing declarations to all businesses, processing of declarations and exemptions, input of assessment data, identifying non-filers, mailing of increase notices, processing data from DMV.
- Responsible for Department Budget and Purchase Orders in accordance with budget guidelines.
- Works with the State Office of Policy and Management regarding new guidelines for State programs.
- Prepare statistical and narrative reports for submission to OPM.

- The ability to work closely with the Tax Collector's Office. Responsible for merging files over to the Tax Collector's system for their tax billing.

Supervision Received: Works under the direction of the Tax Assessor or his/her designee.
Supervision Exercised: Supervises office staff daily and acts as the Tax Assessor in his/her absence.

Qualifications

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and or record keeping.
2. Strong computer skills with an emphasis on Word and Excel. Previous experience with Vision,

QDS and other Assessor's software a plus.

1. Ability to respond courteously to the public.
2. Ability to follow oral and written instructions.
3. Ability to learn appropriate State and Town laws.
4. Clear and concise written and oral expression.
5. Accuracy and attention to details.

Required Minimum Experience and Training:

1. BA or BS degree with minimum two (2) years' experience in assessment or appraisal of real estate OR IN LIEU OF DEGREE six (6) years municipal tax assessing/appraisal experience.

1. CCMA I or II certification is required.

Supplemental Information

OTHER REQUIREMENTS:

PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS:

GENERAL INFORMATION ON THIS EXAMINATION

PARTS	WEIGHTS
Experience & Training	100%

The weight of the examination will be 100% experience and training. The candidates will be ranked based on their experience and training as it relates to the required experience and training for this position based on the information contained in their employment application, the supplemental questionnaire if applicable and any attachments they provide. This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT General Statutes. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document.

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the Town may obtain from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act. In addition, any offer of employment is subject to the applicant successfully passing a pre-employment drug test and physical.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

EOE

Employer

Town of Trumbull

Address

5866 Main Street

Trumbull, Connecticut, 06611

Phone

203-452-5041

Website

http://www.trumbull-ct.gov

Town of Trumbull

Economic Development Associate

SALARY	$35.21 - $41.99 Hourly	**LOCATION**	5866 Main Street, Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	258-26
DEPARTMENT	Planning & Zoning/Economic Development	**OPENING DATE**	07/20/2026
CLOSING DATE	7/31/2026 11:59 PM Eastern		

Description

Position Definition:
Under the general direction of the Economic and Community Development Director or their designee, is responsible for a variety of administrative, clerical, and business and development support functions.

Examples of Duties

General Duties:

1. Ensures regulatory compliance with all public notice procedures, including but not limited to those set forth in the Town Charter, Local Zoning Code, Municipal Code, State and Federal Statutes.
2. Organizes the director's and departmental meeting schedule for Economic And Community Development, including in-person and virtual meetings.
3. Creates and maintains processes for document management and archiving, including maintaining ECD contact database
4. Answers telephone, returns and transfers calls, greets public and answers basic regulatory questions relevant to zoning and development.
5. Provides support and coverage for land-use departments.
6. Assists ECD director with preparing grant application materials, grant reports, contracts, and special projects.
7. Provides high level of support for events and program planning (ie. business seminars, ribbon cutting ceremonies, Trumbull Restaurant Week, the Main Street Dollars Program, Annual Business Appreciation Breakfast, etc.)
8. Coordinates the annual CT DRS Neighborhood Assistance Act Tax Credit Program. Serves as a liaison to the Trumbull Business Education Initiative.
9. Assists ECD Director and Parks Superintendent with Adopt-A-Ramp program
10. Tracks housing unit equivalent (HUE) points to evaluate progress toward an affordable housing moratorium application
11. Coordinates content updates for Planning & Zoning and Economic & Community Development pages of Town website.
12. Supports director in providing technical assistance to businesses.
13. Conducts property research including information on land records, property listings, property sales, and related information.
14. Provides marketing support for department including flyer development and other promotional materials.
15. Supports development of social media content for Town pages, restaurant week, and other initiatives.
16. Attends business events to represent department and Town as requested

17. Basic interpretation of maps, site plans, and GIS data
18. Stays current on Economic and Community Development and Housing related policy
19. Prepares minutes, packages, and other documents for the ECD commission. Attends commission meetings.
20. Support department sponsorship and fundraising efforts for special projects.
21. Related filing and office tasks, including invoice processing and supply ordering.
22. Related work as assigned, including cross-training for occasional coverage of the Planning and Zoning Land Use Clerk

Supervised by: Receives general supervision from the Economic and Community Development Director or their designee.

Qualifications

Required Training & Experience:

1. Graduation from High School or GED and a minimum of 4 to 5 years' experience working in a business environment are required. College Degree preferred.
2. Experience in an business environment that deals with Public Policy, Grant Writing, and Land Use is a plus.
3. Demonstrated computer competency including the use of the Microsoft Office Suite is required
4. Ability to follow complex oral and written directions and to prepare complex documents and reports is required.
5. Ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies.
6. Strong written and verbal communication skills required, as well as ability to deal effectively with the public, co-workers, and volunteers.

License or Certificate: CAZEO Administration Verification is a plus.
Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

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Town of Trumbull

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TOWN OF TRUMBULL
ELIGIBILITY LIST
Admin III Pension & Budget (Corrected)

Wage Group: MATE
Date Of Certification: **6/17/2026**
Date of Expiration: **6/17/2027**

Rank	NAME OF CANDIDATE	T&E	Comp Skills	Total
1	Emily Little	19	64	83
1	Erin Hanley	16	67	83
2	Josue Cardenas	17	64	81
3	Kimberly Cummings	13	67	80
4	Abhirami Velu	17	54	71
5	Amanda Kopec	16	54	70
6	Sonia Jalli	12	48	60

Based on 80% of experience and training and 20% Computer Skills.

Certified by,
Stephen J. Librandi
Stephen J. Librandi
H.R. Manager

Approved by:

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