

City of Salisbury - Classification Description

Classification Title: Director
Department: Infrastructure & Development
Date: 2/8/2022

Type: Executive
Pay Grade: 16
FLSA Status: E

Position Profile The Director will be responsible for leading, directing and managing the department leadership team comprised of a Supervisory Engineer, City Planner, and Buildings, Permits, and Inspections (BPI) Manager, and Office Manager. The Director will manage an extensive portfolio of infrastructure and development projects. The Director will be a visionary leader who is dynamic, solution-oriented, and results-driven with a passion for public service. The Director must be a strong mentor who is dedicated to creating and maintaining a highly professional and accountable culture that attracts and retains the best talent. The Director will manage robust capital and operational budgets; cultivate relationships with the development community; and work with local, state, and federal regulatory agencies.

Duties and Responsibilities

Administration/ Department Administration - Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects.

- Provides management, leadership and oversight in, planning, coordinating, evaluating and administering the activities of the Infrastructure and Development Department;
- Manages the review of engineering designs, contracts, and development plans;
- Serves as City engineer by coordinating such functions as rights-of-way management, and development/redevelopment plans review and approval;
- Manages all internal City infrastructure projects through coordination with City departments;
- Collaborates with City leadership to perpetuate the City's mission and values;
- Performs other duties as assigned.

Skill Proficiency/ Strategic Planning - Develops and shepherds comprehensive short and long-term plans.

- Assists with the development and implementation of master plans including the City's Comprehensive Plan;
- Monitors state and federal government initiatives, programs and regulations;
- Prepares reports for the City Administrator and other officials regarding departmental initiatives;
- Manages the MS4 Permit and all associated reporting;
- Assists with the creation of legislation to improve the functionality of the Department and its ability to deliver services;
- Develops City policies and specific operating procedures to ensure state and federal government compliance related to engineering, construction, and project management.

Leadership/ Team Leader - Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability.

- Supervises the Supervisory Engineer and City Planner responsible for teams who oversee planning, construction, storm water, traffic, highway, and bridge maintenance activities;
- Supervises the BPI Manager who manages the permitting and inspections of construction projects within the City;
- Supervises the Office Manager who oversees an Administrative Assistant;
- Collaborates with the leadership teams of other City departments and stakeholder groups.

Stewardship/ Financial - Prepares and manages capital and operating budgets within established guidelines.

- Develops and manages the department's annual operating and capital budgets;

Director – Infrastructure and Development

- Monitors, reviews and approves revenues and expenditures within the budget, which includes City infrastructure projects.

Development/ Leadership Development - Provide opportunities to engage in leadership development and learn about career advancement.

- Provide opportunities and/or training for department staff to engage in professional development, career advancement and other City initiatives that will help recruit and retain staff, improve interdepartmental relations, and increase the department's effectiveness and efficiency in serving the general public;
- Improves leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork** Works well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving** Improves, designs, refines, and invents criteria to resolve problems. This combines creative and critical thinking skills.
- **Initiative** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree in engineering, urban planning, architecture and/or related field
- At least seven years of experience as an engineer with preferred experience in civil engineering, urban design, and stormwater management.
- At least five years of management experience

Certificates, Licenses, Registrations, and Skills

- State of Maryland Professional Engineer's (PE) License
- Valid State Issued Driver's License.

Physical Requirements

- Work requires no unusual demand for physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.