



DEPARTMENT: Field Operations
POSITION: Department Director
TYPE: Executive
SALARY: \$86,173 - \$95,142
BENEFITS: Excellent Range of Benefits Included
CLOSING DATE: First Consideration December 30, 2022



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: The Department of Field Operations is comprised of nine teams and 50+ full-time employees. These teams include: Events, Fleet, Marina, Parking, Parks, Sanitation, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile: The Director will be responsible for leading, directing, and managing the department leadership team comprised on nine dynamic divisions, with 50+ full time employees. 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 great 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 a comprehensive maintenance plan, including robust capital and operational budgets; cultivate and foster strong relationships, both internally and externally; and oversee all operations.

Preferred Education: Bachelor's Degree in business, public administration, engineering, or related field

Preferred Experience: At least seven years of experience in Field Operations (Public Works) or related field. At least five years of management experience.

Requirements: CDL preferred, but not required.

How to Apply: Submit City application, cover letter, and resume online at www.salisbury.md/apply

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Director of Field Operations

Grade: 15

Department: Field Operations

FLSA Status: E

Date: 11/23/2022

Position Profile: The Director of Field Operations provides leadership, direction and oversight to the Field Operations Department. This includes the following divisions: Events, Fleet, Marina, Parking, Parks, Sanitation, Signals & Lighting, Special Projects and Streets. Under the general supervision of the Deputy Administrator, this position will formulate policies and coordinate assigned activities with other City departments and outside agencies to include municipal officials, State and local organizations, contractors and with the general public, while providing highly responsible and complex administrative support to the City.

Duties and Responsibilities

Administration/Department Administration: Oversee Field Operations by providing management leadership and oversight in planning, coordinating and evaluating the activities of the department. Collaborates with senior leadership of other City Departments to understand the organization's goals and strategy related to the City's mission and values.

- Oversees all field operations projects for the City and participates directly in the planning and development of significant projects such as those involving multiple jurisdictions and long-term implementation and ensures these are consistent with the City's goals and objectives.
- Facilitates and promotes ongoing research into new technologies and trends and recommends implementation of programs and equipment to help the department achieve its objectives more efficiently.
- Develops and maintains a workforce committed to and with highly developed competencies in customer service, results orientation and team work.
- Provides training in, promotion of and accountability for safe work practices and working conditions for employees, while ensuring compliance with labor agreements City wide and Department policies, and State and federal laws and regulations.
- Oversees the preparation and update of short- and long-range strategic plans to ensure harmony with the City's overall plans and strategies and to comply with federal and State mandates.
- Develops and recommends new strategies, programs, and departmental Code revisions to improve the delivery of services
- Communicates program objectives, priorities, and progress to the Mayor's Office and City Council, stakeholders and the general public.

Skills Proficiency/Strategic Planning: Develop and implement short- and long-range plans for the City that are goal oriented and stimulate performance.

- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies and procedures.
- Administers and facilitates all executive functions pertinent to success and transparency of the department's operations and community interactions.
- Develops and prepares reports for City Administration and other officials regarding departmental strategies and initiatives.

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

- Supervises and leads the Deputy Director and Asset Facilitates Manager and support staff.
- Collaborates with the leadership team of other City departments and stakeholder groups.
- Provides consultation and direction to ensure a consistent approach towards common projects and interests.

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

- Develops and manages the department's annual operating budget, signature event budgets and capital improvement plan.
- Monitors, reviews and approves revenues and expenditures within the budget.
- Provides consultation and direction to staff, build moral and increase productivity.

Development/Leadership Development: Provide opportunities to engage in leadership development and encourage career advancement of staff.

- 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.
- Works on leadership skills by attending relevant meetings and trainings and keeping well-informed of new processes and equipment by reading articles, directives and legislation.

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 a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree in Engineering, Public Administration or a similar field, preferred.
- At least ten years' experience in field operations, public works operations, construction or engineering.
- At least five years of management experience.
- Valid Maryland Drivers License.

Physical Requirements

- Work requires no unusual demand of physical effort.
 - Work environment involves everyday risks or discomforts which require normal safety precautions, working around moving parts, machines, or chemicals, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.
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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.