



**DEPARTMENT:** Housing and Community Development  
**POSITION:** Assistant Director  
**TYPE:** Full Time - Exempt  
**SALARY:** \$62,236 - \$67,366  
**BENEFITS:** Full Benefits Package  
**CLOSING DATE:** Open until filled, 1<sup>st</sup> consideration February



**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 Housing and Community Development Department is made up of three different departments: Code Enforcement, Neighborhood Relations, and Housing First. These three functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

**Profile:** The Assistant Director assist the Director in facilitating and supervising operations within the Housing & Community Development Department. The Assistant Director will have direct oversight of the Code Compliance Division to include residential, property maintenance, rental registration, vacancy and all building and zoning code. This position supervises and coordinates the work of staff responsible for enforcement of municipal code compliance interpretation of regulations, coordinates assigned activities with other divisions and outside agencies and ensures work quality and adherence to established policies and procedures. The Assistant Director will lead the departments efforts in identifying opportunities for neighborhood revitalization and developing plans to bring them to fruition.

**Preferred Education:** Bachelor's Degree in Planning, Business or Public Administration, Criminal Justice, a similar field preferred or a combination of education and experience.

**Preferred Experience:** At least three years of experience in municipal code enforcement, with three years of supervisory experience required.

**Requirements/Certifications:** Valid class C Driver's License, ICC/AACE Property Housing and Maintenance Inspector Certification or the ability to acquire within one year of hire. International Zoning Code Inspector Certification or the ability to acquire within one year of hire. International (Residential) Building Code Inspector or the ability to acquire within two years of hire.

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

**City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801**  
**jobs@salisbury.md; 410-548-1065; fax: 10-548-3748**

# City of Salisbury, MD

## Classification Description

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Classification Title: Assistant Director

Grade: 10

Department: Housing & Community Development

FLSA Status: E

Date: 2/6/2023

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### **Position Profile:**

The Assistant Director assist the Director in facilitating and supervising operations within the Housing & Community Development Department. The Assistant Director with have direct oversight of the Code Compliance Division to include residential, property maintenance, rental registration, vacancy and all building and zoning code. This position supervises and coordinates the work of staff responsible for enforcement of municipal code compliance interpretation of regulations, coordinates assigned activities with other divisions and outside agencies and ensures work quality and adherence to established policies and procedures. The Assistant Director will lead the departments efforts in identifying opportunities for neighborhood revitalization and developing plans to bring them to fruition.

### **Duties and Responsibilities**

**Code & Compliance:** Responsible for coordinating the activities and operations of the Code Compliance Section to enforce the City's Municipal Code.

- Oversee the management and enforcement of all Code Compliance programs including Public Nuisance Abatement, Trash Abatement, Property Maintenance, Commercial Landscape Maintenance and Temporary Sign enforcement programs and all development code-related violations.
- Serve as the City's representative to interpret municipal code violations, determine public nuisance and issue civil fines when administrative remedies are employed to gain code and permit compliance.
- Respond to and handle difficult compliance cases regarding municipal code provisions and effectively communicate City regulations relating to building, zoning, land use, planning and related issues.
- Lead the departments municipal court proceedings by collaborating with the city's legal services team and staff
- Schedules and assigns the work of the City's code compliance officers; advises and assists staff with field problems and evaluates staff for their consistency and effectiveness in conducting inspections; receives and investigates public concerns regarding staff members in the conduct of their duties.
- Receives public complaints; acts as a reference for Code Compliance Officers investigating and attempting to correct alleged violations of the zoning ordinance and conditioned permits; testifies in court actions as necessary.
- Identify and provide actions plans to address neighborhood revitalization.

- Lead the departments acquisition and distribution of properties through receivership, tax sale, donation etc. by working with external contracted service providers and the cities legal team.

**Skills Proficiency/Strategic Planning:** Have extensive knowledge of municipal code, principles and practices of procedures of safety, record keeping and legal actions.

- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to interpret and apply legislation, zoning and subdivision law as related to zoning compliance and provide analyses of municipal policies, proposed amendments and changes to code compliance.
- Reviews all reports, investigations, and follow-ups in support of the code enforcement program for accuracy, thoroughness, and completeness to include review of cases for court and appeal boards.

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

- Supervises and leads staff, which consists of Code Enforcement Officers and Administrative Assistants, motivates team to ensure high performance.
- Collaborates with the Housing & Community Development Director, as well as other City departments and stakeholder groups.
- Build partnerships with community stakeholders and legal advisors

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

- Projects funds needed for staffing, equipment's, materials and supplies, while monitoring approved expenditures.
- Monitors and reviews expenditures within the Housing and Community Development Department and maintains accurate accounting to provide insight to Housing & Community Development Director.
- Provides consultation and direction to staff, build moral and increase productivity.

**Development/Leadership Development:** Provide training and support that align with objectives and goals of Code Compliance.

- Serve as point of contact with staff, departments and community and assists with their requests.
- Attend 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 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 Planning, Business or Public Administration, Criminal Justice, a similar field preferred or a combination of education and experience.
- At least three years of experience in municipal code enforcement, with three years of supervisory experience required.

#### **Certificates, Licenses, Registrations, Skills**

- Valid Maryland Driver's License
- ICC/AACE Property Housing and Maintenance Inspector Certification or the ability to acquire within one year of hire.
- International Zoning Code Inspector Certification or the ability to acquire within one year of hire
- International (Residential) Building Code Inspector or the ability to acquire within two years of hire.

#### **Physical Requirements**

- Work requires physical ability in the handling of materials up to 50 pounds, including furniture and small appliances.
- Requires continual standing or walking 60% or more.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, incident sites, e.g., use of safe work place practices with office equipment, avoidance of trips & falls, observance of fire & building safety, as well as incident/accident site protocols.

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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.