



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Director

Salary: \$113,710 - \$123,084

Type: Full Time

Benefits: Full Benefits

Closing Date: Open Until Filled

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

The City of Salisbury is looking for an energetic and detail-oriented leader with a track record of career accomplishments to serve in the capacity of Director. Under the general supervision of the City Administration, this position directs and oversees Engineering, City Planning, City Surveyor and CAD, and Building Permits and Inspections. The Director prepares and administers the annual budget, authorizes expenditures according to department guidelines, and ensures compliance with established fiscal policies of the City. The Director manages the planning, design, permitting, construction and inspection of all capital improvement projects owned by the City. Top candidates for this challenging leadership role must thrive in a robust, fast-paced, and complex environment and embrace the performance of the entire Department. Must have strong leadership ability and management skills in leading and developing staff.

Preferred Education

Bachelor's degree in engineering, urban planning, architecture or a closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Preferred Experience

Ten years of experience in municipal public works administration; five years of relevant experience is preferred; or an equivalent combination of education and experience.

Requirements/Certifications

Excellent written/verbal communication and interpersonal skills. Valid Maryland Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

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

Grade: M15

Department: Infrastructure & Development

FLSA Status: E

Date: 02/04/2024

Position Profile: Under the general supervision of the City Administration, this position directs and oversees Engineering, City Planning, City Surveyor and CAD, and Building Permits and Inspections. The Director of Infrastructure and Development is directed to enforce the City's building, electrical, gas, plumbing, zoning, mechanical and existing building codes and to carry out and perform all functions of the City as provided by such building, electrical, gas, plumbing, zoning, mechanical and existing building codes.

Duties and Responsibilities

Administration/Department Administration: Oversees all infrastructure and development projects for the City. Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects

- Manages and coordinates the operations and activities of the department's supervisors and managers
- Monitors state and federal government initiatives and programs.
- Manages the City's Municipal Separate Storm Sewer System (MS4) permit.
- Develops City policies and specific operating procedures to ensure state and federal government compliance.
- Develops a variety of policies and procedures related to engineering, construction, and project management.
- Reviews engineering designs, contracts, and development plans.
- Manages site plan review including compliance with storm water management, critical areas and forest conservation for all public and private development projects in the City
- Provides final approval as Director of Infrastructure and Development for rights-of-way management, stormwater management and development/redevelopment plans review and approval.
- Hires, supervises, trains and monitors the performance of assigned personnel; ensures staff compliance with City policies, procedures and safety practices.
- Effectively supervise, plan, and coordinate the work of staff in order to accomplish department goals and objectives.
- Effectively keeps all relevant parties informed of all major issues and to recommend changes as appropriate.
- Act as a representative of City of Salisbury to the public.

Skills Proficiency/Strategic Planning: Develops and implements policies for the organization that are goal-oriented and stimulate performance.

- Works closely with Administration to advise, counsel and provide coaching to staff.
- Works directly with Administration in the development and implementation of short- and long-term plans for projects including Master Plans and Strategic Planning
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.

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

- Works with representatives from other departments and organizations to solve problems and complete projects.
- Provides consultation and direction to improve work relationships, build morale and increase productivity and retention.
- Effectively maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
- Supervises staff, participates in hiring, discipline, and staff development.
- Establish priorities and organize workload.

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.
- Manages the planning, design, permitting, construction and inspection of all capital improvement projects owned by the City.
- Monitors, reviews and approves revenues and expenditures within the budget.

Development/Leadership Development: Provides opportunities to engage in leadership development and learn about career advancement.

- Provides 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 improving 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 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 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, urban planning, architecture or a related field.
- Ten years of experience in municipal public works administration; five years of relevant experience is preferred; or an equivalent combination of education and experience.
- Exceptional leadership skills with experience managing multitalented teams.
- Excellent verbal and written communication skills. Ability to read, analyze and interpret complex documents.
- Ability to effectively communicate with the public courteously and tactfully at all times.
- Experience managing department budgets.
- Capability to solve problems creatively, establish facts and draw valid conclusions.
- Valid Driver's License
- Must complete all appropriate FEMA Certifications within six months of hire.

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.