



DEPARTMENT OF

FIELD OPERATIONS

Deputy Director

Salary: \$77,136 - \$83,495

Type: Full Time

Benefits: Full Benefits

Date Posted: 1/22/2025

About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, 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 Deputy Director will be a strategic, ethical, fiscally responsible, and results driven municipal manager with proven expertise in traffic, streets, parks and sanitation and the knowledge, skills, and ability to successfully lead daily operations of the Department. The Deputy Director is responsible for managing operational budgets, capital projects programming, project management development and implementation, and emergency operations.

Education

- Bachelor's Degree in Engineering or similar field preferred
- Extensive experience can be considered in lieu of education

Experience

- Seven year's experience in Field Operations (Public Works) or related field is preferred.
- Two years of management and supervisory responsibilities

Requirements/Certifications

- Valid 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.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Deputy Director

Grade: M8

Department: Field Operations

FLSA Status: E

Date: 1/22/25

Position Profile: The Deputy Director will be a strategic, ethical, fiscally responsible, and results driven municipal manager with proven expertise in traffic, streets, parks and sanitation and the knowledge, skills, and ability to successfully lead daily operations of the Department. The Deputy Director is responsible for managing operational budgets, capital projects programming, project management development and implementation, and emergency operations.

Duties and Responsibilities

Administration/Project Management: 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 Field Operations Department.
- Mobilizes and deploys team in response to emergency situations.
- Performs other duties as assigned.

Skills Proficiency/Strategic Planning: Develops and shepherd comprehensive short-and long-term plans.

- Manages and participates in the development and implementation of strategies, initiatives, goals, objectives, policies and priorities of the department. Conducts organizational and operational studies, recommends modifications to existing departmental programs, policies and procedures as appropriate.
- Displays thorough knowledge of City's policies and procedures.
- Keeps abreast of new processes and equipment by reading articles, directives, briefs, legislation, etc. and attending relevant meetings and trainings.

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

- Supervises and assists subordinate supervisors in the Streets, Traffic, Sanitation, Parks and Parking divisions.
- Oversees and inspects infrastructure; visits work sites to monitor progress and quality of work performed, provides direction, and assists in resolving problems encountered in the field.
- Establishes performance expectations and evaluates divisional and individual performance and effectiveness.

- Collaborates with the Asset and Facility Manager and the Office Manager, as well as other City departments and community stakeholder groups.

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

- Participates in the development and managing the department's annual operating budget and capital improvement plan.
- Monitors, reviews and approves revenues and expenditures within the budget.

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

- Provide and coordinate 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.
- Work 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 to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree from an accredited college or university in Engineering or similar field, preferred.
- Seven years of experience in Field Operations (Public Works) or related field.
- Two years of management and supervisory experience

Certificates, Licenses, Registrations, and Skills

- Valid Driver's License

Physical Requirements

Work requires no unusual demand of physical effort.

The work involves everyday risks or discomforts which require normal safety precautions, e.g., working around moving parts, machines or chemicals, etc. May require working in adverse weather conditions.

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.