



# DEPARTMENT OF INFRASTRUCTURE AND DEVELOPMENT

## Deputy Director

**Salary:** \$97,383 - \$105,410

**Type:** Full-time

**Benefits:** Full benefits

**Date Posted:** 4/15/25

**\$25,000 bonus available for Professional Engineer (PE) License**

### 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 Deputy Director assists the Director in managing the department’s Engineering, Planning, Permitting, and Inspection functions; helps set the strategic vision of the department, manages staff directly and indirectly, and provides highly skilled technical input on areas of expertise; joins the Director in shaping the department’s budget and Capital Improvement Plan and in managing City projects, private development approvals, master plans, grant applications and administration, and regulatory compliance; Deputy Director engages with stakeholders including City Administration, elected officials, members of the public, Committees and Commissions; and drives professional growth for the department’s staff.

### Education

Bachelor’s degree or higher in engineering, architecture, landscape architecture, planning, construction management, or a related field

### Experience

Ten years experience working in the public realm in fields such as engineering, architecture, planning, and project management required

Five years managerial experience required

### Requirements/Certifications

PE, RA, RLA, AICP, or CCM licenses/certifications are desirable.

### How to Apply

**1** Visit [salisbury.md/apply](http://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

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Classification Title: Deputy Director - Infrastructure

Grade: M12

Department: Infrastructure & Development

FLSA Status: E

Date: 04/14/2025

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**Position Profile:** The Deputy Director is a senior management position within the department of Infrastructure and Development. The Deputy Director provides program management and directs, implements infrastructure and public service projects including coordination with all necessary agencies. The position supports the Director and manages infrastructure and buildings projects including engineering and environmental work. The Deputy Director will assist in the management of a robust capital and operational budget; cultivate relationships with the development community; and work with local, state, and federal regulatory agencies. 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.

### **Duties and Responsibilities**

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

- Directly supervises departments managerial staff (Engineering Manager, City Planner, City Surveyor, and Building Official) and administrative staff and indirectly supervises those reporting to the managers;
- Shapes department's strategic vision and short, medium, and long-term plans;
- Manages departments administrative functions including timesheet and schedule management;
- Guides and leads the development, interpretation and application of policies and practices within assigned functional areas;
- Monitors state and federal government initiatives and programs including grant funding sources and updated state and federal regulations;
- Develops and updates City policies and standard operating procedures;
- Assists in the hiring, supervising, training and monitoring 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.

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

- Evinces subject matter expertise in one or more fields amongst engineering, architecture, landscape architecture, urban planning, law, or project management;
- Prepares and clearly presents, both orally and in writing, detailed reports and recommendations on a variety of topics related to the position, including to City Administration, City Council, and City Commissions and Committees;
- Makes recommendations on transportation improvements and initiatives from either an engineering or planning perspective;

- Understands principles of stormwater management and exercises City's oversight authority to achieve continued improvements in this area;
- Prepares procurement documents for consultant and construction contracts and manages bids through evaluation and contract award;
- Uses professional judgment and experience to analyze City's deficiencies and to strategically plan corrections and improvements;

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

- Works with leaders of other departments and organizations to solve problems and advance projects;
- Provides direction and mentoring to improve work relationships, build morale and increase productivity and retention.
- Maintains a pleasant and productive working atmosphere, maintains composure and works under the stress of handling numerous tasks at one time;
- Supervises staff, participates in hiring, conducts employee appraisals, and takes a leadership role in staff development;
- Establishes priorities and organizes workloads for both self and other department staff.

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

- Assists the Director with the development and management of the department's annual operating budget and capital improvement plan;
- Monitors, reviews and approves revenues and expenditures within the budget.
- Reviews estimates for proposed consultant and construction contracts and for development projects for bonding purposes;

**Development/Leadership Development:** *Provide 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 and technical skills by attending relevant meetings and trainings;
- Updates department's career ladders indicating training and experience for staff's advancement.

### **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 or higher in engineering, architecture, landscape architecture, urban planning, construction management
- Ten years' experience working in the public realm (infrastructure and development).
- Five years' experience managing staff.
- Exceptional leadership skills with experience concurrently managing a wide variety of priorities, projects, and staff.
- Excellent verbal and written communication skills. Ability to read, analyze and interpret complex documents.
- Ability to effectively communicate with the public, colleagues, and elected officials courteously and tactfully at all times.
- Capability to solve problems creatively, establish facts and draw valid conclusions.
- Valid Driver's License
- Must complete all appropriate FEMA Certifications within six (6) 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.

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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.