



# MAYOR'S OFFICE

## City Administrator

**Salary:** \$149,867 - \$162,221

**Type:** Full Time

**Benefits:** Full Benefits

**Date Posted:** 5/19/2025 – 6/30/2025

### About the Mayor's Office

The Mayor's Office serves as a liaison between the Salisbury community and City administration, and provides administrative support to the Mayor, City Administrator, and Deputy City Administrator. Mayor's Office staff oversee the appointment process for all City boards and commissions, as well as internal and external communications.

### Profile

Under the general supervision of the Mayor, the City Administrator serves as the chief operating and administrative officer of the City, acting as the vital link between elected officials and City departments. Responsible for the day-to-day operations of municipal government, this role ensures that services are delivered efficiently, strategically, and in compliance with local, state, and federal laws. Key responsibilities include overseeing departmental operations, managing the City budget, implementing Council policies, and leading initiatives that advance the City's vision and enhance residents' quality of life. The City Administrator also plays a pivotal role in community engagement and long-term planning.

### Education

- Bachelor's Degree in Business Administration, Public Administration, Political Science, or a similar field required **or** extensive experience (10+ years) in a local government municipality.

### Experience

- At least seven (7) years of progressively responsible experience in local government or a related field, including at least five (5) years in a supervisory or executive leadership role.

### Requirements/Certifications

- Valid driver's license.
- At the time of appointment or within one (1) year thereafter, must be a member in good standing of the International City/County Management Association (ICMA).

### How to Apply

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

the capital of the eastern shore

## City of Salisbury, MD

### Classification Description

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Classification Title: City Administrator

Grade: M16

Department: Mayor's Office

FLSA Status: E

Date: 05/12/2025

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**Position Profile:** Under the general supervision of the Mayor, the City Administrator serves as the chief operating and administrative officer of the City, acting as the vital link between elected officials and City departments. Responsible for the day-to-day operations of municipal government, this role ensures that services are delivered efficiently, strategically, and in compliance with local, state, and federal laws. Key responsibilities include overseeing departmental operations, managing the City budget, implementing Council policies, and leading initiatives that advance the City's vision and enhance residents' quality of life. The City Administrator also plays a pivotal role in community engagement and long-term planning.

#### **Duties and Responsibilities**

**Administration/Department Administration:** Provides strategic oversight and leadership across all City operations, ensuring that departments are structured effectively, assignments are delegated appropriately, and internal collaboration drives operational excellence

- Oversees the organizational structure and workflow within departments, delegating assignments to align with staff capabilities and City priorities.
- Develops, implements, and tracks progress on strategic goals and administrative priorities, ensuring alignment with City-wide initiatives and community expectations.
- Manages relationships with contractors, vendors, and consultants engaged in City projects and services, holding them accountable for quality, timeliness, and compliance with contractual terms.
- Promotes interdepartmental collaboration and cross-functional project management to improve coordination, innovation, and service delivery.
- Responds to and resolves complex inquiries, concerns, and complaints from residents, businesses, community organizations, and external agencies with a focus on transparency and responsiveness.
- Advises elected officials on administrative matters, providing informed recommendations to support decision-making and policy development.
- Ensures compliance with legal, regulatory, and ethical standards across all administrative functions.

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

- Works closely with the Mayor and City Council to advise, counsel, and provide administrative support.
- Assists in the development and implementation of long-range plans and strategic initiatives.
- Develops and leads City initiatives and programs aligned with municipal objectives.

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

- Provides strong guidance, oversight, and accountability to department leaders.
- Directly supervises key departments, including Finance, Fire, Human Resources, Information Services, and Police.
- Collaborates with all City departments and stakeholder groups to ensure cohesive leadership and shared goals.
- Represents the Mayor and City at public and intergovernmental meetings and serves as liaison to civic and governmental organizations.
- Provides consultation and direction to improve employee relations and build morale.

**Stewardship/Financial:** Responsible for the preparation and oversight of both capital and operating budgets in alignment with established policies and guidelines.

- Develops and manages the annual operating budget and Capital Improvement Plan (CIP).
- Coordinates departmental budget requests and facilitates budget meetings and workshops.
- Monitors, reviews, and approves City revenues and expenditures to ensure fiscal responsibility.

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

- Provides opportunities for staff to engage in professional development, career advancement, and City-wide initiatives.
- Participates in leadership development by attending relevant conferences, meetings, and training sessions.

#### **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 in Business Administration, Public Administration, Political Science, or a similar field required or extensive experience (10+ years) in a local government municipality.
- At least seven (7) years of progressively responsible experience in local government or a related field, including at least five (5) years in a supervisory or executive leadership role.
- At the time of appointment or within one (1) year thereafter, must be a member in good standing of the International City/County Management Association (ICMA).
- Valid driver's license

#### **Physical Requirements**

- Work requires no unusual demand of 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.