



MAYOR'S OFFICE

Deputy City Administrator

Salary: \$103,226-\$111,735

Type: Full time

Benefits: Full benefits

Date Posted: 5/13/2025

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

The Deputy City Administrator assists in the daily management of operations for the City by coordinating activities of departments, developing and administering programs and projects with a large focus on policy and planning for the future. The Deputy City Administrator exercises considerable initiative and independent judgment in representing the City Administrator within an assigned area of responsibility and exercises delegated representative authority over department directors. This position serves as City Administrator during absences.

Education

- Bachelor's Degree in Business Administration, Public Administration, Political Science, Sociology or a similar field with 3+ years of local government experience required **or** extensive experience (5+ years) in a local government municipality.

Experience

- Three years of supervisory experience required.

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.

the capital of the eastern shore

City of Salisbury, MD

Classification Description

Classification Title: Deputy City Administrator

Grade: M13

Department: Mayor's Office

FLSA Status: E

Date: 5/13/2025

Position Profile: The Deputy City Administrator assists in the daily management of operations for the City by coordinating activities of departments, developing and administering programs and projects with a large focus on policy and planning for the future. The Deputy City Administrator exercises considerable initiative and independent judgment in representing the City Administrator within an assigned area of responsibility and exercises delegated representative authority over department directors. This position serves as City Administrator during absences.

Duties and Responsibilities

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

- Support staff and Council with ensuring the dissemination, coordination and collaboration of internal and external information.
- Provide expert advice, support and guidance to departments
- Coordinate strategic planning, emergency operations, training management, policy formulation and outreach.
- Represents City Administrator at meetings and in communications with other City personnel, the City Council, advisory boards and committees, community groups and other agencies and organizations.
- Prepares policy summaries, briefs and focuses on long-term policy planning.
- Communicates with Directors to convey and gather information required by the City Administrator and Mayor.
- Administers the City's Legislative program, participates in special projects and acts as the City's Emergency Manager.

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

- Works closely with City Administrator and Mayor to advise, counsel, and provide support.
- Develop and drive City initiatives and programs that align and support City objectives.

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

- Supervises and leads Arts, Business & Culture, Communications, Field Operations, Housing & Community Development, Infrastructure & Development and Water Works.
- Collaborates with City departments and stakeholder groups.
- Provides consultation and direction to improve work relationships and build morale.

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.
- 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 opportunities for department staff to engage in professional development, career advancement and other City initiatives.
- 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 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, Sociology or a similar field with 3+ years of local government experience required **or** extensive experience (5+ years) in a local government municipality.
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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.

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.