



DEPARTMENT OF

FIELD OPERATIONS

Parking & Marina Supervisor

Salary: \$55,466-\$60,038

Type: Full Time

Benefits: Full Benefits

Date Posted: 8/26/2025

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 Parking and Marina Supervisor is responsible for the overall management, planning, and operations of the City's parking facilities and marina. This role oversees daily operations, customer service, financial performance, maintenance, compliance, and long-term planning to ensure that both the parking system and marina operate efficiently, safely, and in alignment with organizational goals. The position requires strong leadership, administrative, and project management skills, as well as the ability to balance operational needs with strategic initiatives.

Education

- High School Diploma or equivalent

Experience

- Strong communication, conflict resolution, and customer service skills.
- Supervisory experience overseeing staff, contractors, or vendors.
- Knowledge of budgeting, revenue tracking, and financial reporting.
- Familiarity with parking technologies (meters, pay stations, enforcement systems) and marina operations (slip management, boating regulations, safety protocols).

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.

Classification Title: Parking and Marina Supervisor
Grade: M2
Department: Field Operations
FLSA Status: NE
Date: 8/19/2025

Position Profile

The Parking and Marina Supervisor is responsible for the overall management, planning, and operations of the City's parking facilities and marina. This role oversees daily operations, customer service, financial performance, maintenance, compliance, and long-term planning to ensure that both the parking system and marina operate efficiently, safely, and in alignment with organizational goals. The position requires strong leadership, administrative, and project management skills, as well as the ability to balance operational needs with strategic initiatives.

Duties and Responsibilities

Administration - Planning, organizing and efficiently handling activities and assignments

- Oversee daily operations of parking lots, garages, on-street parking enforcement, and marina slips.
- Ensure facilities are maintained to a high standard, safe for public use, and compliant with City codes, policies, and regulations.
- Manage vendor and contractor relationships related to maintenance, security, and technology.

Skill Proficiency - Proficient in specific learned abilities that are needed to perform tasks

- Develop and manage annual operating budgets for both parking and marina divisions.
- Monitor revenues, expenses, and cash flow, ensuring financial accountability and sustainability.
- Recommend rate structures, permit fees, and capital investment priorities.
- Develop and implement long-term plans for growth, modernization, and efficiency improvements.
- Evaluate and recommend technology solutions such as pay stations, mobile payment platforms, and enforcement tools.
- Align operations with broader City objectives, including economic development and environmental sustainability.

Leadership - Maximize the efforts of others through motivation, accountability, vision and strength finding

- Ensure responsive, courteous, and professional customer service for residents, visitors, and boaters.
- Address complaints, resolve conflicts, and build positive relationships with stakeholders.
- Communicate policies, updates, and initiatives effectively to the public and City leadership.

Stewardship Responsibly managing finances, processes and resources

- Develop and manage annual operating budgets for both parking and marina divisions.
- Monitor revenues, expenses, and cash flow, ensuring financial accountability and sustainability.
- Recommend rate structures, permit fees, and capital investment priorities.

Development Create growth, progress and positive change

- Supervise, train, and evaluate staff assigned to parking and marina operations.
- Foster a culture of accountability, teamwork, and professional growth.
- Establish clear performance expectations and provide ongoing feedback.

Performance Competencies

- **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 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 and 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

Required

- High School Diploma or G.E.D.
- Strong communication, conflict resolution, and customer service skills.
- Supervisory experience overseeing staff, contractors, or vendors.
- Knowledge of budgeting, revenue tracking, and financial reporting.

Preferred

- Familiarity with parking technologies (meters, pay stations, enforcement systems) and marina operations (slip management, boating regulations, safety protocols).

Certificates, Licenses, Registrations, and Skills

- Valid Driver's License

Physical Requirements

May require lifting/Moving up to 50 lbs. at a time. 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.