



# MAYOR'S OFFICE

## Assistant City Administrator

**Salary:** \$109,669-\$118,709

**Type:** Fulltime

**Benefits:** Full benefits

**Date Posted:** 3/23/2026

### 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 Assistant City Administrator plays a key leadership role in supporting the effective day-to-day operations of the City. This position is responsible for coordinating, developing, and managing a variety of programs and initiatives, with a strong emphasis on policy development and strategic planning for the City's future.

Working closely with the Mayor and City Administrator, the Assistant City Administrator exercises a high level of initiative, discretion, and independent judgment. This role often represents the Mayor and City Administrator in designated areas of responsibility, serving as a liaison across the city and ensuring alignment with organizational goals and community priorities.

### 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

5+ years of extensive experience in a local government municipality required

Project Management experience preferred

### Requirements/Certifications

Valid Driver's License

### 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.

# City of Salisbury, MD

## Classification Description

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Classification Title: Assistant City Administrator

Grade: M12

Department: Mayor's Office

FLSA Status: E

Date: 3/20/2026

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**Position Profile:** The Assistant City Administrator plays a key leadership role in supporting the effective day-to-day operations of the City. This position is responsible for coordinating, developing, and managing a variety of programs and initiatives, with a strong emphasis on policy development and strategic planning for the City's future.

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### **Duties and Responsibilities**

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

- Represent the City Administrator in meetings, events, and with external stakeholders.
- Build and maintain strong working relationships with community organizations, residents, and regional partners.
- Address citizen inquiries, concerns, and feedback in a professional and responsive manner.
- Monitor projects performance to ensure efficiency, effectiveness, and compliance with policies and regulations.
- Coordinate initiatives and resolve operational challenges

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

- Develop and drive City initiatives and programs that align and support City objectives.
- Lead or support strategic initiatives, long-range planning efforts, and special projects.
- Oversee cross-functional teams on priority projects related to infrastructure, economic development, sustainability, etc.
- Track progress, manage timelines, and report outcomes to the City Administrator and Council.

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

- The Assistant City Administrator may be assigned supervisory responsibility for designated department heads and City operations at the direction and discretion of the City Administrator.
- 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.

- Monitors, reviews and approves revenues and expenditures within the budget.
- Analyze financial data and make recommendations to ensure fiscal responsibility.

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

- Works on improving leadership skills by attending relevant meetings and trainings.
- Take initiative, propose innovative ideas, and lead change—positioning them as a critical driver of progress and transformation within the municipality.

#### **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 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.
- 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.