



MAYOR'S OFFICE

Executive Project Manager

Salary: \$74,405-\$80,538

Type: Full time

Benefits: Full benefits

Date Posted: 5/6/2026

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 Executive Project Manager is a high-level project management position within the Mayor's Office responsible for coordinating, advancing, and monitoring priority City projects from concept through completion. This position reports to the Assistant City Administrator and supports the planning, execution, and oversight of major infrastructure and capital initiatives, including water and sewer projects, roadways, sidewalks, drainage, facilities, parks, and other City improvement projects.

Education

Bachelor's degree in project management, construction management, engineering, urban planning or a closely related field preferred. Equivalent combination of relevant education and experience may be substituted as appropriate and at the discretion of the City.

Experience

At least three years of experience in a related field.

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.

City of Salisbury, MD

Classification Description

Classification Title: Executive Project Manager

Grade: 14

Department: Mayor's Office

FLSA Status: E

Date: 4/28/26

Position Profile: The Executive Project Manager is a high-level project management position within the Mayor's Office responsible for coordinating, advancing, and monitoring priority City projects from concept through completion. This position reports to the Assistant City Administrator and supports the planning, execution, and oversight of major infrastructure and capital initiatives, including water and sewer projects, roadways, sidewalks, drainage, facilities, parks, and other City improvement projects.

Duties and Responsibilities

Administration/ Task Management – Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Manages assigned capital and infrastructure projects from initial planning through completion.
- Tracks project deadlines, milestones, pending decisions, and next steps to keep work moving.
- Provides timely project updates to the Assistant City Administrator and other leadership as needed.
- Maintains organized project files, including meeting notes, reports, contracts, schedules, budgets, and supporting documents.

Skill Proficiency/ Technical Aptitude – Skillful in use of tools, hardware, software, and equipment

- Uses project management tools, spreadsheets, and City systems to track schedules, budgets, action items, and project status.
- Reviews project documents such as scopes of work, schedules, cost estimates, contracts, invoices, and consultant reports.
- Prepares clear written updates, reports, presentations, and tracking documents using Microsoft Office and other City software.
- Understands general infrastructure project needs related to water, sewer, roads, sidewalks, drainage, facilities, parks, and other public improvements.

Leadership/Role Model: Acts a role model and peer leader among his teammates and colleagues.

- Communicates professionally and respectfully with City staff, department heads, elected officials, contractors, consultants, developers, and outside agencies.
- Helps keep departments aligned by clarifying project expectations, timelines, responsibilities, and follow-up items.
- Identifies project challenges early and works with the appropriate departments to develop practical solutions.
- Demonstrates reliability, organization, accountability, and strong follow-through in support of City priorities.

Stewardship/Resources: Safeguards equipment, supplies and materials.

- Monitors project budgets, funding sources, invoices, change orders, and contract deliverables to support responsible use of City funds.
- Helps ensure City resources are used efficiently and in alignment with approved project scopes, schedules, and priorities.
- Coordinates with Procurement, Finance, Legal, and departments to support proper purchasing, contracting, approvals, and documentation.
- Maintains accurate records related to project costs, approvals, contracts, funding requirements, and closeout materials.

Development/Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Participates in training related to project management, capital project delivery, municipal operations, procurement, budgeting, and contract administration.
- Maintains or pursues professional certifications that support the position, such as project management, construction management, public works, or related credentials.
- Stays informed on best practices related to infrastructure planning, public works projects, grant-funded projects, and municipal project delivery.
- Applies new skills, training, and industry knowledge to improve project tracking, reporting, coordination, and communication.

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:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree in project management, construction management, engineering, urban planning or a closely related field preferred.
- Equivalent combination of relevant education and experience may be substituted as appropriate and at the discretion of the City.
- At least three years of experience in a related field.
- Valid Driver's License.

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.

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.