



Director

Department of Infrastructure & Development

SALARY	TYPE	SCHEDULE	DATE POSTED	BENEFITS
\$118,304-128,056	Full-Time	Mon-Fri 8:30AM-4:30PM	9-8-2026	Full Benefits

DEPARTMENT PROFILE

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The department is the one-stop-shop for developers entering the City to have projects reviewed through all phases including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

POSITION PROFILE

The Director will lead a diverse team responsible for managing an extensive portfolio of infrastructure and development projects. Under the general supervision of the Assistant City Administrator, the Director will provide dynamic, solution-oriented, and results-driven leadership with a strong commitment to public service. The Director will foster a professional, collaborative, and accountable culture while mentoring staff and supporting the recruitment and retention of high-quality talent. Responsibilities also include overseeing significant capital and operational budgets, building strong relationships with the development community, and coordinating with local, state, and federal regulatory agencies.

EDUCATION/EXPERIENCE

Bachelor's degree in engineering, urban planning, architecture or a related field AND five years of relevant experience preferred; OR an equivalent combination of education and experience.

REQUIREMENTS / CERTIFICATIONS

Valid Driver's License

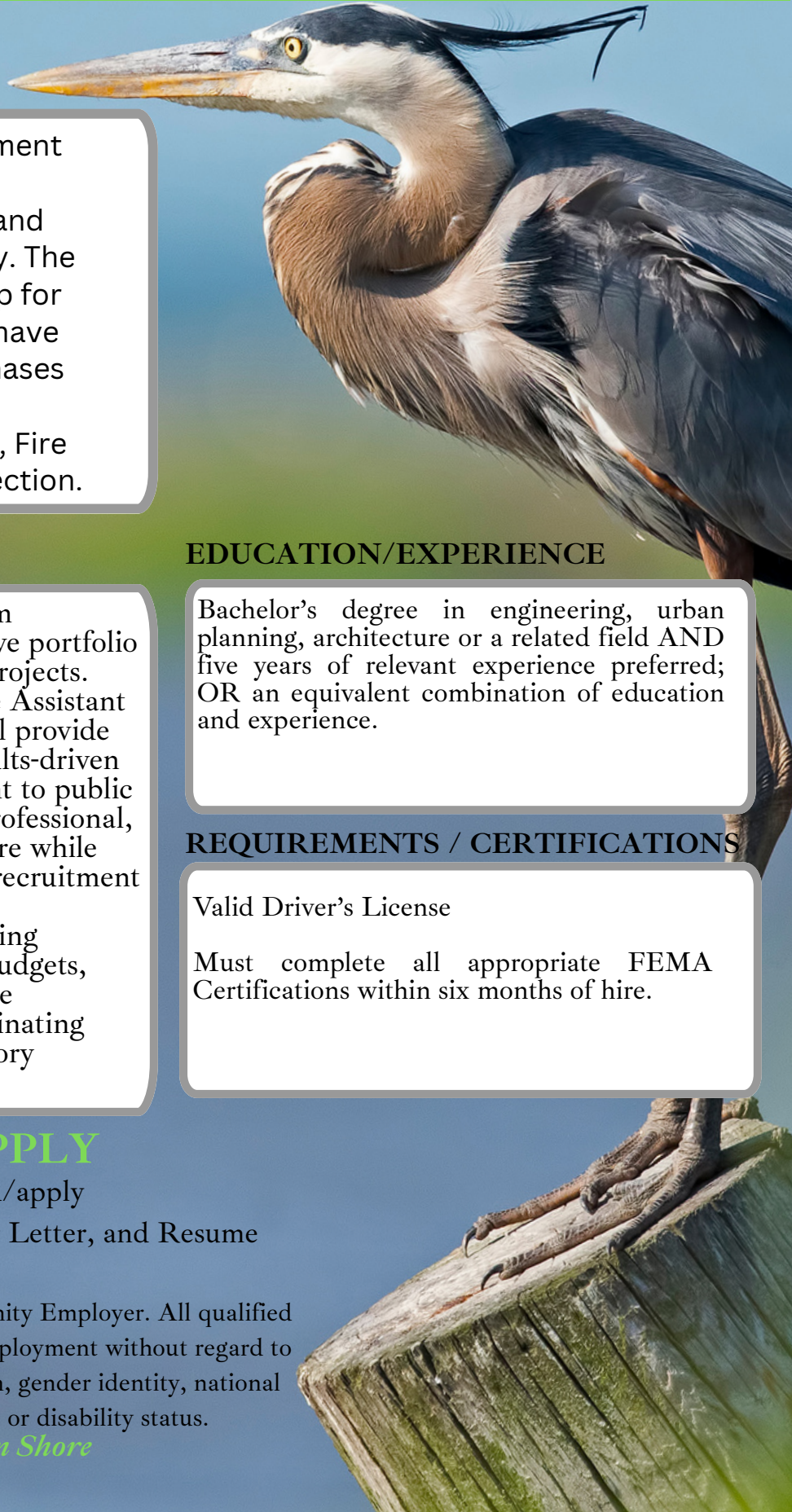
Must complete all appropriate FEMA Certifications within six months of hire.

HOW TO APPLY

1. Visit [Salisbury.md/apply](https://salisbury.md/apply)
2. Submit City Application, Cover Letter, and Resume

The City of Salisbury is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Capital of the Eastern Shore



City of Salisbury, MD

Classification Description

Classification Title: Director

Grade: M15

Department: Infrastructure & Development

FLSA Status: E

Date: 09/04/2026

Position Profile: The Director will lead a diverse team responsible for managing an extensive portfolio of infrastructure and development projects. Under the general supervision of the Assistant City Administrator, the Director will provide dynamic, solution-oriented, and results-driven leadership with a strong commitment to public service. The Director will foster a professional, collaborative, and accountable culture while mentoring staff and supporting the recruitment and retention of high-quality talent. Responsibilities also include overseeing significant capital and operational budgets, building strong relationships with the development community, and coordinating with local, state, and federal regulatory agencies.

Duties and Responsibilities

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

- Provides leadership, management, and oversight for the planning, coordination, evaluation, and administration of the Infrastructure and Development Department.
- Oversees the review of engineering designs, contracts, development plans, and related technical documents.
- Supports and directs the City's engineering functions, including rights-of-way management and the review and approval of development and redevelopment plans.
- Oversees City infrastructure projects and coordinates implementation across departments to ensure projects remain on schedule and aligned with City priorities.
- Collaborates with City leadership and departments to advance the City's mission, strategic priorities, and organizational values.
- Performs other duties as assigned.

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

- Assists with the development, implementation, and update of City master plans, including the City's Comprehensive Plan.
- Monitors relevant state and federal initiatives, programs, regulations, and legislative changes that may impact City operations and projects.
- Prepares reports and recommendations for City Administration and other officials regarding departmental strategies, initiatives, projects, and priorities.
- Oversees the City's MS4 Permit and ensures compliance with all associated requirements, documentation, and reporting.
- Assists in developing legislation to improve departmental operations and enhance the delivery of City services.

- Develops and implements policies and operating procedures to ensure compliance with applicable state and federal requirements related to engineering, construction, and project management.

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

- Provides leadership and supervision to the Department's management team, including the Deputy Director, City Planner, BPI Manager, and Office Manager, and provides overall direction to staff responsible for planning, construction, stormwater, traffic, infrastructure maintenance, permitting, inspections, and administrative functions.
- Establishes clear expectations, promotes accountability, and supports the professional development and performance of departmental leadership and staff.
- Collaborates with leadership across City departments and key stakeholder groups to coordinate initiatives, resolve challenges, and advance City priorities.

Stewardship/ Financial: *Prepares and manages capital and operating budgets within established guidelines.*

- Develops, manages, and oversees the Department's annual operating and capital budgets, ensuring resources are aligned with departmental needs, infrastructure priorities, and City goals.
- Monitors revenues and expenditures, approves departmental spending, and ensures funds are managed responsibly and within approved budgetary limits.
- Provides financial oversight of City infrastructure projects, including project budgets, funding sources, expenditures, and long-term capital needs.
- Identifies future funding needs and assists in prioritizing capital investments to support the City's infrastructure and development objectives.

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

- Promotes a culture of continuous learning and professional growth by providing staff with training, development, and career advancement opportunities that support recruitment, retention, and succession planning.
- Encourages staff participation in Citywide initiatives and cross-departmental collaboration to strengthen relationships, improve organizational effectiveness, and enhance service to the public.
- Supports the development of future leaders within the Department through mentoring, coaching, and opportunities for increased responsibility.
- Continually strengthens personal leadership and management skills through relevant training, professional organizations, conferences, and other development opportunities.

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 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 engineering, urban planning, architecture or a related field AND five years of relevant experience preferred; OR an equivalent combination of education and experience.
- Exceptional leadership skills with experience managing multitalented teams.
- Excellent verbal and written communication skills. Ability to read, analyze and interpret complex documents.
- Ability to effectively communicate with the public courteously and tactfully at all times.
- Experience managing department budgets.
- Capability to solve problems creatively, establish facts and draw valid conclusions.
- Valid Driver's License
- Must complete all appropriate FEMA Certifications within six months of hire.

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.