Deputy Director

Department of Infrastructure & Development

SALARY	TYPE	SCHEDULE	DATE POSTED	BENEFITS
$99,330- $107,518	Full-Time	Mon-Fri 8:30AM-4:30PM	11/2/2026	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 Deputy Director is a senior management position within the department of Infrastructure and Development. The Deputy Director provides program management and directs, implements and coordinates infrastructure and public service projects. The position coordinates the implementation of the infrastructure and public services programs as it launches and moves towards implementation and liaison with all necessary agencies. The position supports the Director and manages civil construction projects, including engineering and environmental. The Deputy Director will assist in the management of a robust capital and operational budget; cultivate relationships with the development community; and work with local, state, and federal regulatory agencies. Top candidates for this challenging leadership role must thrive in a robust, fast-paced, and complex environment and embrace the performance of the entire Department. Must have strong leadership ability and management skills in leading and developing staff.

EDUCATION/EXPERIENCE

Bachelor's degree in engineering and seven (7) years of experience involving the analysis of technical data, designs and specifications in engineering systems, utilities and support facilities related to public works engineering. Professional Engineer preferred.
At least four (4) years of relevant experience involving systems appropriate to local government operations is preferred; or an equivalent combination of education and experience.
Exceptional leadership skills with experience managing multitalented teams.

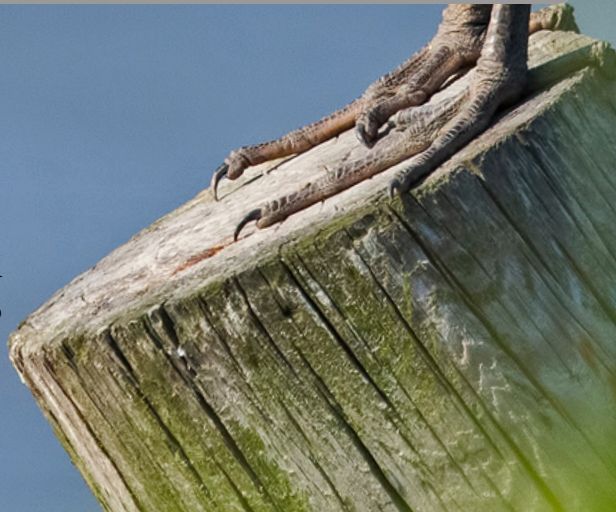
REQUIREMENTS/CERTIFICATIONS

Valid Driver's License

Must complete all appropriate FEMA Certifications within six (6) months of hire.

HOW TO APPLY

1. Visit 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: Deputy Director
Grade: M12
Department: Infrastructure & Development
FLSA Status: E
Date: 11/2/2026

Position Profile: The Deputy Director is a senior management position within the department of Infrastructure and Development. The Deputy Director provides program management and directs, implements and coordinates infrastructure and public service projects. The position coordinates the implementation of the infrastructure and public services programs as it launches and moves towards implementation and liaison with all necessary agencies. The position supports the Director and manages civil construction projects, including engineering and environmental. The Deputy Director will assist in the management of a robust capital and operational budget; cultivate relationships with the development community; and work with local, state, and federal regulatory agencies. Top candidates for this challenging leadership role must thrive in a robust, fast-paced, and complex environment and embrace the performance of the entire Department. Must have strong leadership ability and management skills in leading and developing staff.

Duties and Responsibilities

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

- Supervise Project Engineers and Project Managers (assign projects, develop project schedules, monitor adherence to schedules, assist in problem analysis and design of improvements, contract document preparation and contract administration).
- Reviews plans and specifications of contractors, engineering designs, contracts, and development plans for engineering sufficiency.
- Anticipate, expedite and resolve problems in a way that enables staff to be productive and maximize its resources.
- Review estimates for bonding purposes for storm-water management items and for improvements that will become City maintenance responsibility.
- Guides and leads the development, interpretation and application of policies and practices within assigned functional areas.
- Monitors state and federal government initiatives and programs.
- Develops City policies and specific operating procedures to ensure state and federal government compliance.
- Manages site plan review including compliance with storm water management, critical areas and forest conservation for all public and private development projects in the City.
- Assist in the hiring, supervising, training and monitoring the performance of assigned personnel; ensures staff compliance with City policies, procedures and safety practices.
- Effectively supervise, plan, and coordinate the work of staff in order to accomplish department goals and objectives.

- Effectively keeps all relevant parties informed of all major issues and to recommend changes as appropriate.

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

- Works closely with the Director of Infrastructure and Development to advise, counsel and provide coaching to staff.
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Prepare and clearly present, both orally and in writing, detailed reports and recommendations on civil engineering problems.
- Schedule and direct pre-bid and pre-construction meetings with contractor(s).
- Use principles of engineering, judgment and experience to analyze infrastructure deficiencies and to plan improvements.

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

- Works with representatives from other departments and organizations to solve problems and complete projects.
- Provides consultation and direction to improve work relationships, build morale and increase productivity and retention.
- Effectively maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
- Supervises staff, participates in hiring, discipline, and staff development.
- Establish priorities and organize workload.

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

- Assists the Director with the development and management of the department's annual operating budget, signature event budgets and capital improvement plan.
- Manages the planning, design, permitting, construction and inspection of all capital improvement projects owned by the city.
- 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.

- Provides opportunities and/or training for department staff to engage in professional development, career advancement and other City initiatives that will help recruit and retain staff, improve interdepartmental relations, and increase the department's effectiveness and efficiency in serving the general public.
- Works on improving leadership skills by attending relevant meetings and trainings.

<u>Performance Expectations</u>

- **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 and seven (7) years of experience involving the analysis of technical data, designs and specifications in engineering systems, utilities and support facilities related to public works engineering. Professional Engineer preferred.
- At least four (4) years of relevant experience involving systems appropriate to local government operations is 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.
- Capability to solve problems creatively, establish facts and draw valid conclusions.
- Valid Driver's License
- Must complete all appropriate FEMA Certifications within six (6) months of hire.

Physical Requirements

- Work requires occasional lifting to 50lb 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.