



APEX
NORTH CAROLINA

THE TOWN OF APEX

Invites Your Interest in the Position of

ASSISTANT HUMAN RESOURCES DIRECTOR



If you are a visionary — an independent forward thinker with significant experience in Human Resources at a manager-level or above, the Town of Apex, NC invites you to consider its ***Assistant Human Resources Director (AHRD)*** as your next career opportunity. The Town is seeking an energetic experienced leader who has a track record of creating enthusiasm in the workplace, uniting a team around a collective vision and empowering and motivating team members to excel. The **AHRD** is a self-starter who will function well in a fast-paced changing environment. This position is for the empathic leader with excellent listening skills who can balance helping the department adjust to various changes while ensuring accountability of expectations, goals, and responsibilities.

About the Community:

Settled in the 1860s and incorporated in 1873, the Town of Apex acquired its name due to its location as the highest point on a 30-mile stretch of the Chatham Railroad line that ran between Richmond, Virginia, and Jacksonville, Florida. Located in southwest Wake County, Apex and the surrounding area experienced unprecedented growth in the 1990s following job creation in Research Triangle Park and the nearby large universities. From a population of 5,500 in 1990 to nearly 73,000 as of April 2022, Apex continues to experience exponential growth. In fact, since the 2010 Census, the population of Apex has increased by 101.79%, and recent growth estimates identify an annual growth rate of over 7.62%.

The 14th largest city in North Carolina, Apex is known fondly today as “*The Peak of Good Living*,” and results from a [2020 Citizen Survey](#) indicate that 96% of community members believe the town is an excellent or good place to live. Apex is a growing, thriving town working to balance that “small town” feel that so many community members value with the reality of being a mid-sized community in North Carolina. Situated within the Research Triangle area, Apex is less than 30 minutes from 3 Tier 1 Research Universities: University of North Carolina at Chapel Hill, North Carolina State University and Duke University.

A person in a green shirt and black shorts is jogging on a paved path that winds through a forest. The trees have vibrant autumn foliage in shades of yellow, orange, and red. Sunlight filters through the canopy, creating a warm, dappled light effect on the path and the jogger. The jogger is in the lower left foreground, moving towards the right.

TOWN OF APEX

#1 Best Place to Live in the US

Money Magazine ranked Apex as the #1 Best Place to Live in the US in 2015 due to high-paying jobs, excellent schools, affordable prices, and more!

The well-preserved downtown business district and the trains that still run through the town are reminders of the past, while new subdivisions, shopping centers, parks, and businesses have enhanced the lifestyle of Apex community members. History buffs flock to the town's central business district, with multiple structures listed on the coveted National Register of Historic Places. Just step inside the Halle Cultural Arts Center and learn about the building's history, dating back to 1912. The Halle is now a modern center for exhibitions, musicals, and plays.

With over 400 acres of parkland, Apex fosters an active community. Unique to the town is a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate park. Families drive from all around to visit Kidstown Playground at Kelly Road Park, one of the few remaining wooden playgrounds in the area. Those seeking a physical challenge will love the town's Elevate Fitness course (think Ninja Warrior) at the Apex Community Park.

Downtown Apex hosts nearly a dozen street festivals and special events throughout the year, attracting thousands of attendees. The town celebrates diversity, inclusion, and belonging with cultural festivals and events including the Latino Arts Festival, Russian Festival, Black History Month, Women's History Month, and Juneteenth.

STREET FESTIVALS AND SPECIAL EVENTS

PeakFest is a signature community event, drawing artisans from all over the state with their unique wares. Dozens of barbecue-cook teams from across the country descend on Downtown Apex for the Peak City Pig Fest.



WHAT MAKES THE TOWN OF APEX THE PEAK OF GOOD LIVING?



A WELL-PRESERVED DOWNTOWN AREA

History buffs flock to the town's central business district, with multiple structures listed on the coveted National Register of Historic Places, such as the Halle Cultural Arts Center (photo above), which now serves the Town as a modern center for exhibitions, musicals, and plays.



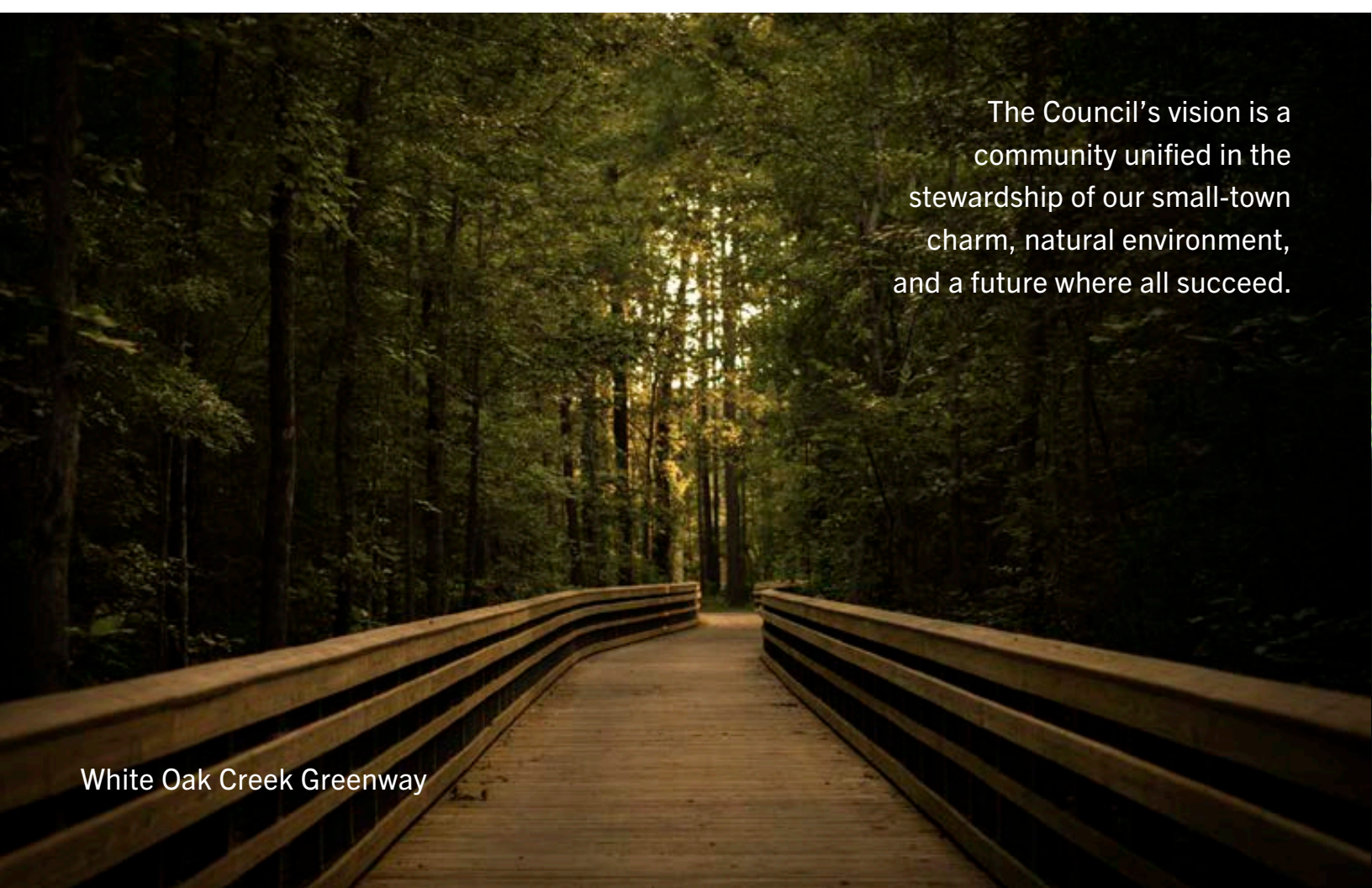
AN ACTIVE, FAMILY-FRIENDLY COMMUNITY

With over 400 acres of parkland, Apex offers many family-friendly activities, such as Kidstown Playground at Kelly Road Park, (top photo), a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate (bottom photo).

About the Organization:

The Town of Apex, which operates under the Council-Manager form of government, provides exceptional public service that cultivates opportunity for the individual and community to live, thrive, and reach their peak. The Town employs 577 FTE employees across 19 departments. The [2021-22 Operating Budget](#) totals \$162 million for all funds. The Council's vision is a community unified in the stewardship of small-town charm, natural environment, and a future where all succeed. This vision is realized through the following strategic goals that guide the future of the Town of Apex:

- **High performing government:** We will deliver exceptional, responsive, and effective services by attracting and empowering a knowledgeable and diverse workforce that values transparency, financial stewardship, and collaboration with community, regional, and state partners.
- **Economic Vitality:** We will leverage partnerships to create a supportive environment for current businesses and form relationships that foster new and continued economic opportunities in Apex.
- **Safe Community and Reliable Infrastructure:** We will ensure safe neighborhoods with reliable infrastructure through proactive, professional, and engaged public safety and infrastructure services.
- **Environmental Leadership and Responsible Development:** We will plan our built environment in a way that respects and preserves natural resources and the small-town character of our community; we will offer housing and transportation options so that anyone who chooses to live in Apex can.



The Council's vision is a community unified in the stewardship of our small-town charm, natural environment, and a future where all succeed.

About the Department and Position:

The Human Resources Department partners strategically and collaboratively with all departments to recruit, retain, and develop a high performing workforce that fosters a healthy, safe, and productive work environment. The department provides diverse and comprehensive human resources programs designed to support the organization in achieving its mission, with a focus in the areas of talent acquisition, workforce planning, training and development, compensation and benefits, performance management, safety and risk management, and employee relations and retention, all while maintaining compliance with applicable employment and labor laws. The Human Resources Department is united around a collective mission to create a *culture of empowerment and accountability that maximizes individual and organizational potential.*

*This **Assistant Director** will be pivotal in executing the establishment and integration of two new Town departments – Transportation & Infrastructure Development and Community & Neighborhood Connections – while ensuring successful onboarding of new employees in these departments as well as many key positions within other Town departments, including but not limited to the Fire Chief and Assistant Town Manager of Community and Safety.*

The **AHRD** will assist the HR Director in managing the department's \$600,000 operating budget and overseeing the Town's health and dental fund budget of \$7.3M. This **Assistant Director** will directly supervise 4 employees: Safety & Risk Manager, Compensation and Benefits Manager and HR Consultants, who serve as representatives/business partners to the departments. The **AHRD** will oversee performance management, employee relations, and policy development.



Key Position Priorities:

- Analyze and evaluate the Town's recent organizational study and support the integration and transition of new departments while prioritizing the hiring of new positions and backfilling current positions.
- Implement the Town's new classification and compensation plans and policies – recently adopted to ensure that the Town both attracts and retains outstanding staff and further positions the Town as a competitive employer of choice.
- Serve as project lead for evaluation and development of a new performance management tool and process for employees, identifying best practices that consider the unique aspects of departments and ensure consistent application across the organization.
- Initiate a review of the Town's training and development needs to create initiatives that ensure effective employee development, engagement, satisfaction, retention, and succession planning.
- Support the recently filled Safety & Risk Manager position in executing a new Safety program to elevate safety in the workplace across Town departments.
- Facilitate the training, education, and full integration of a new HR IT system for the Town.

One key priority of the Assistant Human Resources Director will be to create initiatives that ensure effective employee engagement and satisfaction, including team-building opportunities such as employee cornhole tournaments (photo below) and annual employee luncheons (previous page).



Qualifications:

A Bachelor's degree in Psychology, Sociology, Business, Public Administration, or related field is required, Master's degree *preferred*. A minimum of 5 years of increasingly progressive human resources generalist experience with 3 years in a supervisory role is required; More than 3 years' experience at a manager level or higher is strongly desired; experience in employee relations, classification/compensation, and/or benefits administration is preferred. Knowledge of Human Resources within local government operations and HR certification (SHRM-CP, SHRM-SCP, PHR or SPHR, IPMA-CP) is preferred.

HUMAN RESOURCES DEPARTMENT MISSION STATEMENT

*To create a culture of
empowerment and accountability
that maximizes individual and
organizational potential.*

The Successful Candidate Is:

- significantly competent in the Human Resources areas of, employee relations, benefits, classification, salary administration, health and safety — including worker's compensation, employee training and development, and performance management;
- adept in successfully building and collaborating with teams, removing barriers and building bridges to achieve organizational goals;
- an empowering leader equally dedicated to building a cohesive team throughout the department as well as the development of individual employees;
- a strong advocate for staff who values accountability while holding realistic and fair expectations of self and others with the demonstrated ability to supervise the work of skilled, semiskilled or unskilled workers on a large scale over a wide area;
- an effective listener who seeks input from relevant parties, realistically assesses plans and consistently communicates;
- an excellent and effective communicator, including one on one, small groups and public speaking, who confidently and persuasively engages community members and groups, staff, and Council;
- a strategic and innovative problem solver who seeks information from multiple sources, communicates ideas and decisions effectively, and evaluates results;
- an expert in utilizing data and metrics to help drive HR solutions and decisions;
- a leader with a work history that demonstrates personal initiative in, and ownership of, assigned areas of responsibility as well as the proactive implementation of change;
- experienced with transformative services through technology implementation and management;
- successful in building partnerships with departments and other key stakeholders; and,
- knowledgeable of and has a track record of implementing creative and best practice HR solutions.

Salary:

The hiring range for the position is \$90,000 - \$125,000 depending on qualifications and experience.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates>, and click on the

**Assistant Human Resources Director –
Town of Apex, NC** title.

To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, select “*Client Openings*” and scroll down to “*Important Information for Applicants*.” All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants must apply by July 12, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on August 10th – 11th, 2022. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All inquiries should be emailed to hiring@developmentalassociates.com. The Town of Apex is an Equal Opportunity Employer.



The recruitment and selection process is being managed by Developmental Associates, LLC

Downtown Apex “lights up”

Employee Benefits:

The Town provides an excellent benefits package.

Insurance

Health
Dental
Vision
Life

Paid Leave

Vacation
Sick Leave
Bereavement
Paid Parental
Paid Caregiver
Professional Leave

Retirement and Supplemental Retirement Holidays and Floating Holidays

Other Perks

Credit Union
Longevity Pay
Recognition Programs
Tuition Reimbursement

Voluntary Benefits

Employee Assistance Program
Flexible Spending Account
Short Term Disability

Visit

<https://www.apexnc.org/163/Employee-Benefits>

to learn more.