



APEX
NORTH CAROLINA

THE TOWN OF APEX

Invites Your Interest in the Position of

TRANSPORTATION AND INFRASTRUCTURE DEVELOPMENT DIRECTOR



If you are an experienced executive who is eager for a high-level challenge in a dynamic growing community, then the Town of Apex invites you to consider this exciting opportunity to serve as the Town's first **Transportation and Infrastructure Development Director**.

The **Director** will have impeccable project management and interpersonal skills with a history of communicating effectively

with diverse stakeholders and advocating for the needs of the Department while ensuring effective project implementation that aligns with the Town's strategic plan. This **Director** will demonstrate compassion and commitment for the Town's mission and be energetic in uniting a team around a collective vision while building and maintaining high staff morale. This position is for the highly organized multi-tasker who is a self-starter and thrives in an intense, fast-paced environment.

*The **Transportation and Infrastructure Development Director** is a newly created position for the self-starter who thrives in an intense, fast-paced environment.*

About the Community:

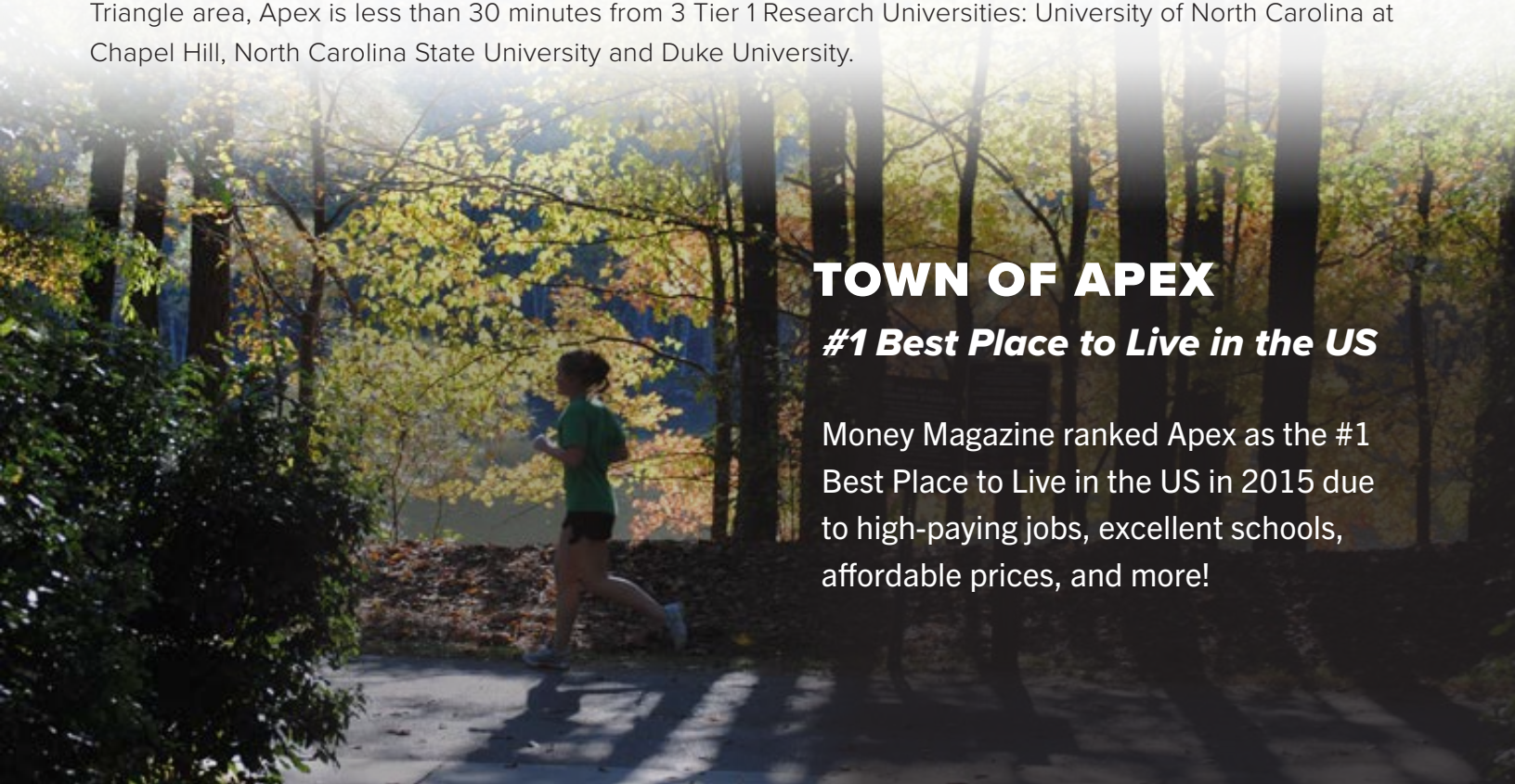
Settled in the 1860s and incorporated in 1873, the Town of Apex acquired its name due to its location as the highest point on a 30-mile stretch of the Chatham Railroad line that ran between Richmond, Virginia, and Jacksonville, Florida. Located in southwest Wake County, Apex and the surrounding area 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.

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.



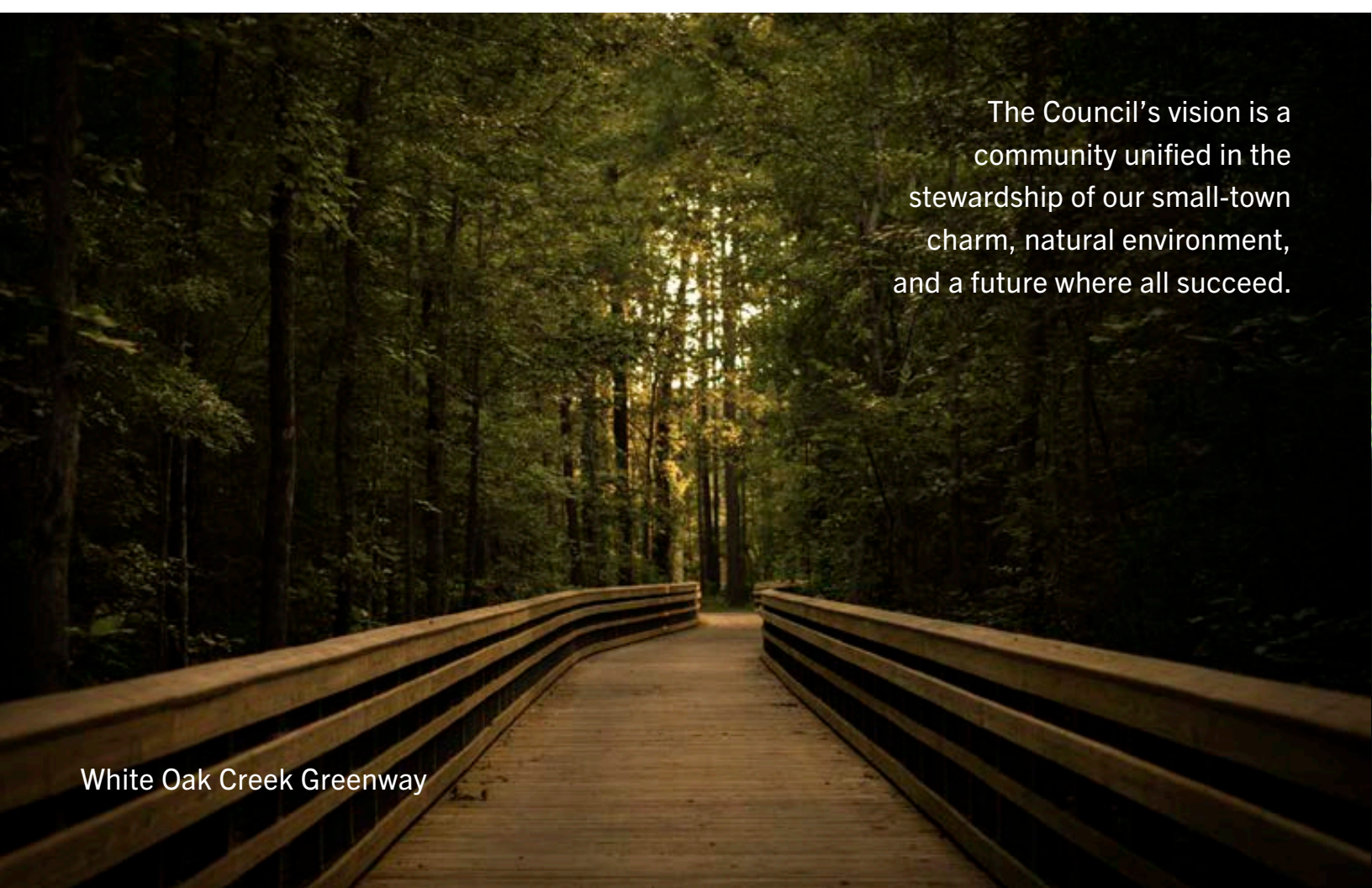
AN ACTIVE, FAMILY-FRIENDLY COMMUNITY

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:

Currently in transition as an independent department, outside of the Public Works department, the Transportation Engineering division is responsible for Standard Specifications and Details, Capital Improvement Projects related to transportation (survey, design, contract administration, and project management), development plan review of transportation infrastructure, traffic data collection, traffic safety and capacity analyses, traffic calming program, Vision Zero program, infrastructure mapping, pavement management, and floodplain management.

Reporting to the Assistant Town Manager for Development and Operations, the

Transportation and Infrastructure

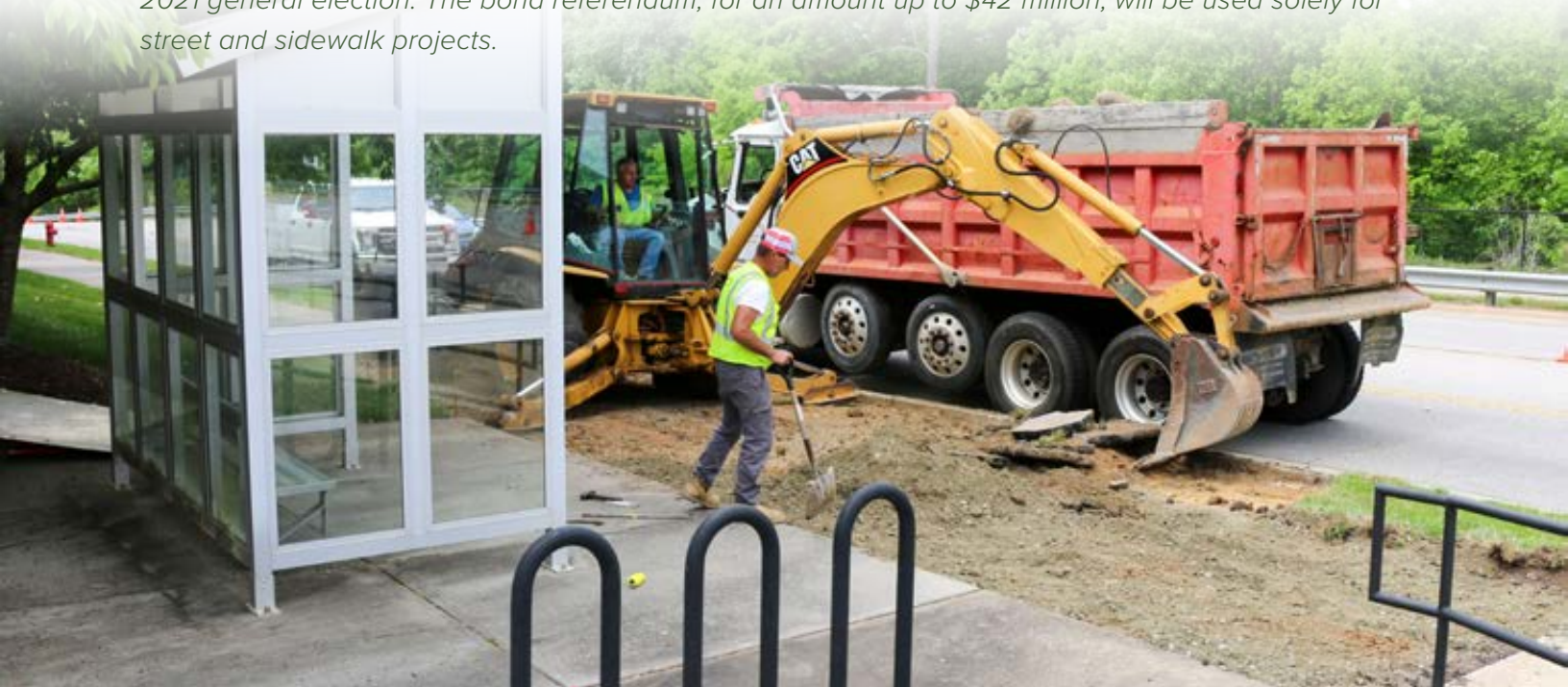
Development Director will oversee a budget of \$3.4 million and 19 employees including 5 direct reports responsible for the design, construction, and maintenance of municipal roads; transportation project engineering and traffic management; development services, which guides the development community from our construction plan approval process through project closeout; inspections of utilities and transportation infrastructure; and land acquisition/easements for infrastructure.

The **Director** will collaborate with the Assistant Town Manager and other Town officials in executing the Town's mission and projects. A list of the Town's current projects can be viewed [here](#).

The **Director** is an excellent problem solver and a proactive and adaptable partner with community stakeholders who will utilize best practices in building community support and unity for the Town's vision. This professional embraces challenges and is not conflict averse.

*Given the transition of several Town divisions into a newly established department, along with Town reorganization across many departments, this **Director** will have the opportunity to enthusiastically lead a new department and its staff through a season of change.*

Apex voters supported the [Streets & Sidewalks](#) bond with a 71% approval rate during the November 2021 general election. The bond referendum, for an amount up to \$42 million, will be used solely for street and sidewalk projects.



Key Position Priorities:

- Energizes staff to have a passion for the Town of Apex vision, meet high standards of performance, work together in a unified fashion, and to collaborate with partners to meet strategic goals.
- Demonstrate successful project management through the facilitation of all steps for current and future projects while implementing best practices for managing the Town's Capital Improvements Program (CIP).
- Expedite and facilitate the Town's beltway road project – Peakway.
- Evaluate and strategically plan for the Town's rapid growth and increasing traffic including facilitating easement acquisitions for Town projects.
- Develop effective and systematic communication procedures with internal and external stakeholders so that project priorities, details, timelines, and status reports are routinely delivered and measured against goals.
- Identify innovative and creative solutions to improving the efficiency of departmental workflow, systems, and procedures.

*The Town of Apex is a growing, dynamic community, and one key priority for the new **Transportation and Infrastructure Development Director** will be to evaluate and strategically plan for the Town's rapid growth and increasing traffic.*



Qualifications:

A Bachelor's degree in Business, Planning, Engineering or similar degree-level of study or appropriate certification or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the duties is required. A Master's degree in similar field of study is preferred. A minimum of 5 years of progressive management experience in transportation/traffic planning or engineering at a supervisory or lead level with significant budget development and capital projects budget management experience is required. High level project management with experience working for a comparable-sized local government organization or local government organization that has experienced rapid growth preferred.

The Successful Candidate Is:

- an experienced project manager who is meticulous and adept at designing programs and overseeing projects for transportation and infrastructure with efficient project management skills including engaging in RFPs and bids, and processing bids for contracts and projects;
- oversees daily operations; develops short- and long-term goals; and improves processes and develops programs and procedures;
- a principled leader and 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;
- proactive in increasing and preserving collaboration and cohesiveness within and across departments, through external relationships with community members, NCDOT, local stakeholders/non-profits, contractors, developers, engineers, and business leaders to effectively meet the Town's goals and internal relationships within Town Departments;
- 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 problem solver who seeks information from multiple sources, communicates ideas and decisions effectively, and evaluates results;
- an expert in utilizing data and metrics to propose solutions and make decisions;
- skilled in budget development and management, monitoring and accounting controls, processing and managing contracts, policy development and application, effective personnel management, and development;
- knowledgeable of theory, principles, practices and techniques of Traffic Engineering, Transportation Planning, Infrastructure Engineering, and Civil Engineering;
- knowledgeable of applicable federal, state and local law, codes and regulations governing the administration of transportation and infrastructure engineering projects management; and;
- proficient in reviewing and understanding development plans and working effectively with relevant Departments, leaders, and stakeholders to ensure compliance during the development approval process.

Salary:

The hiring range for the position is \$125,000 - \$160,000 depending on qualifications and experience.

To apply, please visit

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

**Transportation and Infrastructure Development
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 12th, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on August 17th – 18th, 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



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.

