



APEX
NORTH CAROLINA

THE TOWN OF APEX

Invites Your Interest in the Position of

HUMAN RESOURCES DIRECTOR



If you are a dynamic and forward-thinking leader, with significant experience in Human Resources as an HR Manager or above, the Town of Apex, NC invites you to consider its **Human Resources Director (HR Director)** as your next career opportunity. The Town's **HR Director** plays a critical role in the Town Manager's leadership team and is responsible for managing a complex array of employment services, including recruitment and retention, succession planning, performance management, workplace safety standards and employee well-being programs, training and development, and compensation and benefits.

The Town of Apex is rapidly growing both as a town and within its workforce, and the Human Resources Department is evolving at a fast pace to support this expansion. To navigate this growth, the Town seeks an **HR Director** who is an excellent communicator and strategic thinker, capable of building morale and selecting and training a cohesive, high-performing HR staff. This proactive leader will develop and implement HR policies, procedures, and initiatives, as well as a departmental strategic plan to address the challenges and opportunities anticipated over the next 1 to 3 years, aligning with the Town's goals and future growth. The ideal candidate will contribute to the development of a "You Want to be Here" culture, fostering a positive work environment that encourages engagement, retention, and overall employee satisfaction.

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 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 80,000 as of January 2025, 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%.



TOWN OF APEX

#1 Best Place to Live in the US

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

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

The 14th largest city in North Carolina, Apex, is known fondly today as “The Peak of Good Living,” results from a 2020 Citizen Survey indicate that 96% of community members believe the Town is an excellent or good place to live. Money Magazine ranked Apex as the #1 Best Place to Live in the US in 2015. The ranking credits high-paying jobs, excellent schools, affordable housing prices, and more. Located 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.

The well-preserved downtown business district and the trains that still run through the town are a reminder of the past. In contrast, 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 flock to the Kidstown Playground at Kelly Road Park, one of the few remaining wooden playgrounds in the area. In November 2023, the Town opened the largest park in the Town’s History – Pleasant Park! This 92-acre facility has welcomed over 2 million residents and visitors in its first year with 6 multi-purpose fields, tennis, pickleball, and basketball courts, a dreamy 1.5-acre Enchanted Forest with 9 inclusive play villages for all ages and abilities, and so much more! Additionally, those seeking a physical challenge will love the town’s Elevate Fitness course (think Ninja Warrior) at the Apex Community Park.



EXCELLENT SCHOOLS

The Town of Apex has 16 excellent public schools, as well as several private schools, with a 16th public school — Pleasant Plains Elementary School — slated to open in July 2025.



CLOSE PROXIMITY TO RTP, TOP UNIVERSITIES

The Town is within a short drive to Research Triangle Park, a renowned hub of business and development, and several top universities, including Chapel Hill (above) and Duke University.



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.

Apex hosts dozens of street festivals and special events annually, attracting thousands of attendees. PeakFest is a signature community event, drawing artisans from all over the state with unique wares. Dozens of barbecue-cook teams from across the country descend on Downtown Apex for the Peak City Pig Fest. The Apex Christmas Parade is another signature event that brings people together from all across our community and is the only nighttime parade in Wake County! The town celebrates being a welcoming community and the diversity of its residents with cultural festivals and events including the Latino Arts Festival, Black History Month, Indigenous Peoples Day, Women's History Month, Juneteenth, Pride, Holi, and many others!



The Town's annual Touch-a-Truck event (above) provides a hands-on experience for kids of all ages to get in the driver's seat of town-owned vehicles — from fire trucks and police cars to construction and landscaping vehicles. PeakFest (below) 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.

96%

OF COMMUNITY MEMBERS BELIEVE THE TOWN OF APEX IS AN EXCELLENT OR GOOD PLACE TO LIVE.



About the Organization:

The Town of Apex, which operates under the Council-Manager form of government, provides exceptional public service that cultivates opportunities for the individual and community to live, thrive, and reach their peak. The Town employs 686.4 benefitted positions (full and part-time) and 150 seasonal employees across 20 departments. With AAA bond ratings and excellent stewardship of tax dollars, the town is a fiscally responsible and well-managed government with an [FY 24-25 budget](#) of over \$221 million. A tax rate of \$.34 per \$100 of assessed tax value supports the budget. The Town's FY24 budget included expanding vibrant recreation and cultural programs, introducing a comprehensive language access plan, adding athletic court availability technology at parks, and enhancing pedestrian safety with upgraded crosswalk beacons to advance the Town's Welcoming Community goal. The Council's vision is a community, unified in stewardship of the Apex small-town character and natural environment, for a future where all succeed. The Town's [strategic goals](#) that guide its future:

- **A Welcoming Community:** Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.
- **High-Performing Government:** Deliver exceptional service, valuing an engaged workforce emphasizing efficiency, collaboration, innovation, and inclusion.
- **Economic Vitality:** Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.
- **Responsible Development:** Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.
- **Environmental Leadership:** Commit to sustaining natural resources and environmental well-being.

The community vision, established in [Advance Apex: The 2045 Plan](#), is a critical part of guiding strategy. "Peak Principles" of Performance, Empowerment, Accountability, and Knowledge drive an internal culture of excellence and service. The Peak Principles are summed up in a pledge: "We will perform at the highest level by empowering our peers, remaining accountable to each other and those we serve, and continuing the pursuit of knowledge."

Learn more about the town of Apex [here](#).



Employees meet to help develop "Game Plan Apex", the Town's strategic playbook for the next five years. Strategic goals defined by Town Council make way for actionable goals for town staff.

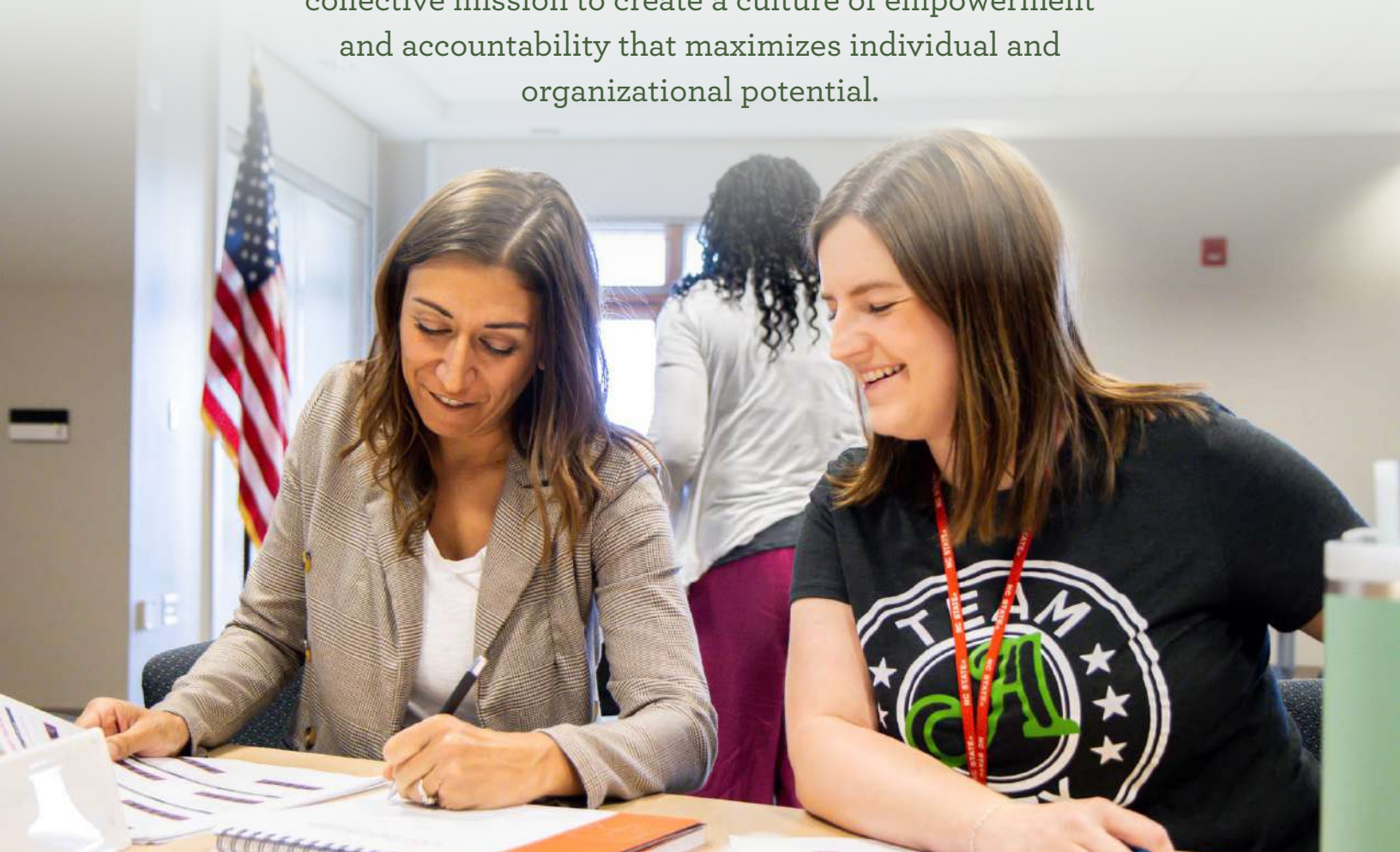
About the Department and Position:

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.

Reporting to Administration, the **HR Director** oversees and manages the Human Resources Department's budget of \$3,159,700 and leads a team of nine employees with four direct reports: the Assistant Director, the Safety and Risk Manger, the HR Data and Systems Administrator, and an Executive Assistant. The HR Department works in a hybrid schedule; however, it is expected that the HR Director will be accessible and visible in alignment with other leadership roles in the Town.

Most employees in HR have been hired over the last few years when the department doubled in size. More opportunities for growth will be in Training and Safety as the Town adds more employees and develops infrastructure for safety and risk programs. The next **HR Director** will need to build on a culture of customer service excellence, accessibility and trust to ensure these values are maintained during a time of rapid growth. A track record of evaluating and developing policies and procedures that are consistently administered, the ability to implement HRIS technology and roll out to the organization, expertise in aligning compensation and performance systems, and expertise in mitigating ongoing recruitment and retention challenges are essential competencies.

The Human Resources Department is united around a collective mission to create a culture of empowerment and accountability that maximizes individual and organizational potential.



Key Position Priorities:

- Conduct an audit of the current HR infrastructure to assess effectiveness and identify areas for improvement including building a comprehensive set of policies, procedures, and training programs for employees that reflect input from employees as well as lead to alignment across departments and consistent application.
- Leverage new HRIS technology and implement additional scheduled modules to include training, communication, and evaluation of metrics.
- Evaluate onboarding and develop comprehensive programs that go beyond new employee paperwork and benefit communication to include continuity between HR and individual departments for different levels of employees and their ongoing learning and mentoring for success.
- Address retention and competitive compensation, particularly in hard-to-fill positions where private-sector competition is strong, to attract and keep top talent to include transparent communication with leadership and employees as needed.

One Key Priority for the next **HR Director** will be to ensure the HR Department is a trusted and collaborative resource within the organization that fosters strong relationships with Town employees and leadership, and walks the talk of promoting efficiency, encouraging individual initiative, and driving results-driven performance.



Qualifications:

Bachelor's degree in human resources, public administration, conflict management, or related field and 7-10 years of progressive experience managing human resources programs in the public or private sector, which must include time as a director or assistant director of HR, division manager of HR functions, or equivalent combination of education and experience. Master's degree and HR certification (e.g., SPHR, SHRM-SCP, PSHRA-CP, and PSHRA-SC) are *preferred*. Extensive experience with implementing HR technology solutions is desirable.

HUMAN RESOURCES DEPARTMENT **PURPOSE STATEMENT**

Creating a culture of career and community by attracting, retaining, and developing a workforce that maximizes individual and organizational development.

The Successful Candidate Is:

- knowledgeable in HR best practices and trends, with significant experience in the areas of recruitment and retention, succession planning, benefits, classification, and compensation, employee training and development, diversity initiatives, and performance management;
- knowledgeable in OSHA regulations, safety operations, safety training, workers comp and property liability, as well as federal, state and local labor laws, including employment discrimination laws, and the Fair Labor Standards Act (FLSA).
- familiar with the unique aspects of HR management in local government, such as civil service rules, and budgeting processes for public sector employees.
- proficient in HR software and systems (e.g., HRIS, payroll software) to manage employee data, performance evaluations, and benefits administration; and familiar with data analytic tools to track key HR metrics and trends.
- well-experienced in applying change management practices to HR processes to enhance efficiency, transparency, and effective decentralization in areas where appropriate to do so;
- a communicator with strong verbal and written skills who can successfully negotiate with union representatives, deliver presentations to elected officials, interact with employees at all levels, and clearly convey complex HR concepts to non-HR stakeholders.
- a results-oriented leader who can effectively incorporate the input of multiple stakeholders to deliver collaborative solutions;
- a champion for employees regardless of Department, tenure, or position with a track record of building trust and developing employee programs that support high morale; and,
- an empowering leader who will serve as an ambassador for the Town and advocate for resources to support a cohesive HR vision throughout the Town while working with stakeholders to deliver collaborative solutions and execute the strategic vision.

Salary and Benefits:

The hiring range for the position is \$145,000-170,000, depending on qualifications and experience. The Town also provides generous benefits and leave packages, which can be found at [here](#).

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Human Resources Director – Town of Apex, NC** title. ***Please note the following:***

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the town’s employment application portal or any other external website.
- Resumes and cover letters **must** be uploaded with the application.
- Applicants should apply by **March 31, 2025**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluation on **May 6-7, 2025**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hire@developmentalassociates.com.

The Town of Apex is an Equal Opportunity Employer.



Hunter Street Park is a 12-acre park with athletic fields, a dog park, picnic areas, a playground, and a skate plaza. The Town is enhancing the park with a pump track and mountain bike skill training track at the north end.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select “Client Openings,” and scroll down to “Important Information for Applicants.”