Apex
North Carolina

Vibrant, Fast Growing Triangle Community Seeks
Assistant Town Manager
With over 400 acres of parkland, Apex fosters an active community. Unique to our town are a disc golf course at Apex Nature Park, which hosts a nighttime glow tournament and the Rodgers Family Skate Plaza, a 24 hour custom designed skate park. Families drive from all around to visit Kidstown Playground, one of few remaining wooden playgrounds in the area. Those seeking a physical challenge will love our new Elevate Fitness course (think Ninja Warrior).

Position Opening: Imagine yourself as the next Assistant Town Manager, for the Town of Apex, NC, a multi-year finalist as one of the best places to live in the United States, and recently identified as “the fastest growing suburb” in the United States. Imagine being a member of a community where at least 8 in 10 citizens value the Town as a place to live, and rate the overall quality of life and safety at a level of good or excellent. Imagine being part of a leadership team with a service focus where over 90% of residents are satisfied with customer service delivered by the Town staff, and over 85% find staff to be accurate and helpful. If you have the passion and skills to join a Senior Leadership Team that is well thought of by its Citizens, and to ensure that key development, infrastructure and utility services continue to be delivered at an outstanding level, this position could be your next career move.

The next Assistant Town Manager in Apex will be a people/project savvy leader with a track record of community engagement and experience with a high volume of development/redevelopment, infrastructure, utility, and sustainability initiatives. The new Assistant Town Manager must be an effective contributor to an outstanding Council-Staff partnership with a strong commitment to the community goals desired by Citizens. The position is open due to the retirement of a long-serving Assistant Town Manager.

About the Community: Located in southwest Wake County, the town was named “Apex” because it was the highest point on a 30 mile stretch of the Chatham Railroad line that ran between Richmond, Virginia and Jacksonville, Florida. Apex was first settled in the 1860s and the town was incorporated in 1873. The 1990s were a time of unprecedented growth, as industry and people moved to the Research Triangle area in record numbers. Apex had its share of growth, as the population grew from about 5,500 in 1990 to nearly 60,000 in 2019. Known fondly today as the “Peak of Good Living,” Apex is a growing, thriving town working to balance that ‘small town’ feel that so many citizens value with the reality of being a mid-sized community in North Carolina.

The well preserved downtown business district and the trains that still run through the town are a reminder of the past, while new subdivisions, shopping centers, parks, and businesses have enhanced the lifestyle of the citizens of Apex.

History buffs flock to 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.

1 best places to live (https://www.apexnc.org/365/Accolades)
3 8 in 10 citizens value (https://www.apexnc.org/1217/Citizen-Survey)

Apex Quality of Life

- Number 1 Best Place to Live in the US, Time/Money Magazine (August 2015)
- Best Places to Live: Number 9 in America, Number 1 in North Carolina CNN/Money Magazine (August 2013)
- Best Places to Live: Number 14 in America, CNN/Money Magazine (July 2007)
- Number 1 Best City in North Carolina, Movoto (November 2013)
- Number 3 Best Place to Move To, Forbes.com (July 2009)
- Number 5 Happiest Suburb in America, Movoto (May 2014)
- Number 5 Best NC Towns for Young Families, NerdWallet (July 2013)
- Top 10 Best Towns for Families, Family Circle (July 2014)
About the Organization: The Town of Apex is governed by a non-partisan Mayor and five-member Town Council utilizing the council/manager form of government. Town Council sets the policy and direction; the Town Manager oversees the day-to-day operations of the organization. With AAA bond ratings from bond rating agencies and excellent stewardship of tax dollars, the Town is regarded as a fiscally responsible and well managed government. The FY 18-19 overall budget\(^1\) is $132,261,100 including the enterprise funds for Electric ($40M), Water and Sewer ($21M). The property tax rate is $.415 cents per $100 of assessed valuation. A team of 466 employees, not including part-time and seasonal staff, serve the citizens of Apex across 17 departments. The Town is currently managing a number of capital projects\(^2\) (CIP) related to infrastructure, revitalization and innovation. The strategic focus of Apex is guided by the community vision established in Advance Apex: The 2045 Plan.\(^3\)

**High Performing Government**

We will remain fiscally stable, be transparent, and continue to provide high quality and efficient public services through a highly trained and knowledgeable workforce, while actively collaborating with regional, state, and national partners.

**Active, Engaged Citizens & Visitors**

We will foster community engagement, by providing a system of high quality active and passive recreational facilities and cultural activities for citizens and visitors, and creating meaningful connections between citizen and government.

**Sustainable Development & Infrastructure**

We will maintain and encourage high quality, diverse, and vibrant neighborhoods supported by well-planned and maintained infrastructure.

**Safe & Secure Community**

We will continue to provide police and fire services that are professional and engaged with the community, and provide adequate and safe roadways and a safe and sustainable built environment.

**Economic Vitality**

We will work to create an opportunity for a larger number of employers to support our population, while supporting a vibrant downtown and all existing businesses.

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Our internal culture is guided by our “Peak Principles” of Performance, Empowerment, Accountability, and Knowledge which are summed up in this 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.” More information about the Town can be found at [https://www.apexnc.org/](https://www.apexnc.org/).
About the Position: As one of two Assistant Town Managers reporting to the Town Manager, the experience and credentialing of the successful candidate is equally focused on both technical and leadership skills. The portfolio for this Assistant Town Manager position includes operating departments such as Water Resources (water, sewer), Electric Utilities, Inspections and Permits, Public Works and Transportation, and Development Services. Overseeing a budget of $70M and a committed and competent staff of 185, the successful candidate is an energetic, proactive collaborator and coordinator of people and tasks with excellent interpersonal, project management and operational skills. Key responsibilities will be leading the many capital projects through various stages while ensuring collaboration across departments and stakeholders to achieve positive outcomes aligned with strategic priorities. Successful candidates will have a track record of working effectively within the Council-Manager form of government, leading talented and committed staff within their portfolio areas, working with leadership and the community to manage the challenges of rapid growth effectively and consistent with Town values, and, working with a diverse and participatory community, regional partners, and the Council to carry out the community’s strategic priorities.

Qualifications: The successful ATM candidate will have education equivalent to a minimum of a bachelor’s degree and progressive experience in local government management. Experience in utilities, public works, public infrastructure, inspections or development services is strongly preferred along with three or more years of management experience. A master’s degree and PE licensure are strongly preferred. The salary range for the position is $101,450 - $167,000, with an expected hiring range of $101,450 - $135,000, depending on qualifications. Information about generous benefits can be found at https://www.apexnc.org/163/Employee-Benefits.
The Successful Candidate is:

• is a progressive leader with a proven track record in innovative municipal management;

• is skilled in leading cross-functional teams using a collaborative, team-based style to resolve complex problems and capitalize on opportunities with creative solutions;

• is knowledgeable of principles and practices of public administration to include planning; administration and supervision; and preparing and implementing proposals which affect the operations of Town government;

• is knowledgeable of the practices of the planning for and the operations and maintenance of public infrastructure including water/sewer systems, stormwater systems, electrical utility systems, and streets/sidewalk networks, or has the interest and ability to get up to speed in these areas to ensure effective supervision of these areas;

• has an excellent track record in establishing and maintaining working relationships with diverse internal and external stakeholders such as Town staff, Council Members and other public officials, business and community leaders, the development community, and the general public through demonstrated personal community engagement;

• is decisive and willing to make decisions while keeping key stakeholders informed;

• is keenly analytical and a critical thinker while being accessible and personable;

• commits to the highest level of customer service and community collaboration by routinely seeking stakeholder input to effectively achieve Town goals;

• possesses executive level skills in interpersonal and written communications, strategic planning, finance and budget development, critical thinking, administration, and intergovernmental relations;

• effectively cultivates an outstanding workforce through development and management of staff talent;

• thrives in a high accountability culture to ensure that the Town continues to succeed and meet the expectations of citizens and employees alike; and,

• proactively monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures against performance metrics.

Apex Accolades

Cultural
• AIA Tower Award, Halle Cultural Arts Center (American Institute of Architects – Triangle Chapter, 2010)

• AIA Triangle Merit Award, Halle Cultural Arts Center (American Institute of Architects – Triangle Chapter)

• NC Smart Fleet - Supporter Level (NC Clean Energy Technology Center, 2014)

Environmental
• Tree City USA (The Arbor Day Foundation)

• NC Smart Fleet - Supporter Level (NC Clean Energy Technology Center)

Finances
• AAA Bond Rating (PDF) - Standard and Poor’s (2009 - present)

• Certificates of Achievement for Excellence in Financial Reporting - Government Financial Officers Association of the United States (1994 - present)
To apply, please go to http://www.developmentalassociates.com and click on the Assistant Town Manager – Apex link on the left side of the home page. All applications must be submitted online via the Developmental Associates application portal – NOT the Town portal, nor any other external website; it is not sufficient to send only a resume but resumes and cover letters should be uploaded through the portal. Semi-finalists will participate in on-site assessments in Apex on June 20-21, 2019. Application review begins May 20, 2019. All inquiries should be emailed to http://hiring@developmentalassociates.com. EOE

Developmental Associates, LLC is managing the recruitment and selection process for this position.

Employee Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Retirement
- Supplemental Retirement
- Tuition Reimbursement
- Generous paid leave program that includes sick, vacation, parental and bereavement leave