AREA PLAN COMMISSION OF TIPPECANOE COUNTY

INVITES YOUR INTEREST IN THE POSITION OF EXECUTIVE DIRECTOR
This is an outstanding opportunity to become Executive Director of a progressive organization of great regional importance in the Tippecanoe County area and located in the City of Lafayette, Indiana. The Area Plan Commission of Tippecanoe County (APCTC), which is also the MPO for the metropolitan area, is seeking an Executive Director who is a results-oriented leader to join the Commission in achieving its vision for the future. APCTC is a voluntary organization of local governments serving the region’s cities, towns, and counties.

THE IDEAL CANDIDATE

Education and Professional Development:
- Minimum of a Master’s Degree in urban and regional planning or public administration or a closely related field.
- Minimum of ten (10) years of related experience, or equivalent combination of education and experience.
- Certification by American Institute of Certified Planners preferred.
- Evidence of continued professional development such as completion of an executive development program, a program in certified public management, or continuing professional and technical education.

Experience:
- Significant policy implementation experience.
- Experience related to transportation, comprehensive and current planning.
- Environmental: air quality measurement and management, water quality measurement and management.
- Demonstrated experience in budget development, management, and oversight with attention to budget efficiencies.

- Demonstrated experience in developing funding and revenues, including contracts and grants.
- Demonstrated experience with:
  - Serving a large planning commission
  - Serving urban and rural members
  - General supervision of employees
  - Being an effective advocate for an MPO at the local, regional, state, and national levels
  - Effective collaboration with a large number of stakeholders including member local governments, State Department of Transportation, other governmental agencies in the region, Indiana MPOs, National Association of Regional Councils, Chambers of Commerce, Federal Highway Administration, et al

Knowledge, Skills and Abilities:
- A highly professional individual who is respectful, consistent, fair and courageous.
- Ability to effectively set goals/direction for the organization.
- Ability to make changes within the organization as needed and in organizational direction.
- Ability to draw informed conclusions from administrative and policy decisions.
- Skill in developing, mentoring and evaluating personnel.
- Ability to develop open and transparent communications with employees, governing boards, stakeholders, and citizens.
- Ability to develop effective relationships with elected officials and other important leaders within the region. Possess political savviness in championing policy.
- Ability to develop effective/diplomatic relationships with the news media and the general public while effectively engaging with social media.
- Personal working knowledge of, and use of information technology for effective communications, internet research, and its application to the improvement of various work processes internally and externally.
- Grant writing ability and knowledge.
- Able to effectively manage human resource issues.
ABOUT THE POSITION

The Executive Director of the APCTC is appointed by and reports to the Area Plan Commission of Tippecanoe County. The Executive Director is the top-level staff position for APCTC, operating under the direction of the APC and its MPO Policy Board and consisting of elected and appointed officials representing area member governments. The Executive Director directly supervises two Assistant Directors, one overseeing Planning and the other Transportation.

The Executive Director has overall responsibility for initiating, developing, and implementing all elements of the transportation, regional planning, policy development and communications, and other related areas of the overall program design.

The Executive Director is responsible for directing the preparation, approval, review, and maintenance of complex and specialized planning records and reports and drawing conclusions upon which administrative decisions are based.

He/she is also the Executive Director/Secretary under APCTC authority as the MPO.

The Executive Director is an “at will” position and serves at the pleasure of the Area Plan Commission of Tippecanoe County.

ABOUT THE AREA SERVED BY THE AREA PLAN COMMISSION OF TIPPECANOE COUNTY (APCTC)

The APCTC is located in the City of Lafayette in Tippecanoe County, Indiana. It serves the Cities of Lafayette, West Lafayette, Battle Ground, Clarks Hill and Dayton, and the unincorporated areas of Tippecanoe County.

Tippecanoe County had a 2019 population of 195,732. It is a diverse community attracting people from all over the US and the world. It is a safe, inclusive and respectful of all people community. Everyone feels at home in Greater Lafayette and promotes it as a great place to live. There are three (3) excellent school districts in Tippecanoe County, one is #1 in the State of Indiana.

Lafayette and West Lafayette are a two-hour drive to Chicago, Illinois, and a one-hour drive to Indianapolis, Indiana. The economy is growing with a variety of different industries. There are entrepreneurs starting new high-tech companies, there are research-and-development and manufacturing sectors which are growing in Greater Lafayette as well.

A shining star in the Greater Lafayette area is Purdue University, a world-renowned, public research university that advances discoveries in science, technology, engineering and math. Purdue was recently ranked #5 in its list of Most Innovative Universities in America by U.S. News and World Report. The area provides a solid lineup of educational offerings. And it continues to expand with fun things to do such as new restaurants and night-life venues and nationally recognized festivals bringing increased diversity to the area.

Lafayette-West Lafayette is a vibrant, diverse, safe community with excellent public facilities and amenities, over 40 parks and extensive trail systems. There are upper story lofts to luxury condominums, historic neighborhoods featuring restored homes from the 1800s and amenity-packed apartments offering carefree living. Average single family home prices range from $180,000 to $310,000 for 3-4 bedroom homes. Although country living is still close to town and gives you a taste of nature, there are also well-planned subdivisions that can provide your dream home.

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The person filling this position must exercise direct overall administrative responsibility and program authority with the other program managers and their staff on a day-by-day basis. The successful candidate will supervise the Area Board of Zoning Appeals, and various committees, over an organization with 13 FTEs and an annual budget of $1.8 million.

The successful candidate is responsible for enacting the Commission’s strategy and serving as a regional leader. The Executive Director supervises and directs assigned personnel, including interviewing applicants, providing training, orientation and corrective instruction, planning/making work assignments, evaluating performance, maintaining discipline, hiring and terminating, and administering County personnel policies. Performs duties of other department personnel in their absence or as needed. Additionally, the Executive Director performs duties according to the position description available at request by interested candidates.
ABOUT THE AREA PLAN COMMISSION OF TIPPECANOE COUNTY

The APCTC is the Metropolitan Planning Organization for Tippecanoe County, including the Cities of Lafayette and West Lafayette, and the Towns of Battle Ground, Dayton and Clarks Hill. The APCTC develops the 25-year Metropolitan Transportation Plan, a list of potential projects planned for the next 25 years, and a five-year Transportation Improvement Program (TIP), which lists projects programmed in the next five years. In 2010, the APCTC was designated as the Rural Transportation Planning Organization (RTPO) for adjacent Carroll County. It assists the County with transportation plans, project planning and data collection.

The APCTC was created in 1959, reorganized in 1975 and in 1975 was designated the MPO by the Governor of Indiana. At this time Lafayette was a Class II city. In 2014 West Lafayette annexed Purdue University (with its agreement) into the city along with some additional land. This made West Lafayette a Class II city. In 2015 the APCTC reorganized to increase its membership to seventeen (17) accounting for the City of West Lafayette’s new classification and a separate MPO Policy Board was created for the MPO.

The primary function of the APCTC includes comprehensive planning; current planning (zoning and land subdivision); transportation planning; demographic, housing and economic projections and forecasts; park planning; floodplain management; hazard mitigation planning; GIS functions including street addressing, and the key Census agency and depository for the Metropolitan Statistical Area (MSA). The APCTC supports multi-modal relationships with CityBus and Purdue University and its airport in long-range planning. Following adoption by both the MPO Policy Board and the Area Plan Commission, all long-range transportation plan elements are recorded, which makes it officially part of the Comprehensive Plan for Tippecanoe County. The Executive Director and four additional staff dedicated to transportation planning keep the APCTC and all member jurisdictions in compliance with federal and state transportation planning requirements.

For additional information, visit the APCTC website at: http://www.tippecanoe.in.gov/378/Area-Plan-Commission-APC

COMPENSATION

The starting salary for the new Executive Director of the APCTC will be market competitive depending upon the experience and qualifications of the successful candidate. In addition, a competitive benefits package will be provided to the successful candidate. Reasonable relocation expenses will be paid by APCTC for the successful candidate.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact James L. Mercer, President, The Mercer Group, Inc., at 505-660-7725 and/or jmercer@mercergroupinc.com or Karolyn Prince-Mercer, Senior Vice President, at 505-660-5503 and/or kprince-mercer@mercergroupinc.com

Position open until filled. Send confidential resume immediately to:

James L. Mercer, President/CEO The Mercer Group, Inc.
1000 Cordova Place, #726 Santa Fe, NM 87505
Voice: 505-660-7725
E-Mail: jmercer@mercergroupinc.com (preferred)
Website: www.mercergroupinc.com

The Area Plan Commission of Tippecanoe County (APCTC) is an Equal Opportunity Employer. The APCTC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas, or disability in employment or the provision of services.