

Hellertown Borough Authority

Job Description

Position: Executive Director

Reports to: Board of Directors (Board)

Position Responsibilities:

Direct Management

- Manage the daily activities associated with the provision of water and sewer service to all Authority customers.
- Be responsible for all hiring, evaluation, discipline and discharge of employees as may be necessary. Also responsible for changes in compensation.
- Serve as Chief Financial Officer by directing and coordinating the formulation of cost of service studies, recommending user rates, borrowing and investment of Authority funds, and receipt of all user fees. Coordinate such matters with the Board Treasurer.

Planning

- Prepare and recommend to the Board the Annual Capital and Operating Budgets and see to their implementation. Provide monthly financial and implementation reports.
- Lead capital improvement project efforts and/or coordinate such projects with the Authority's Engineer.
- Review all legal documents with the Authority's Solicitor to ensure that actions taken are proper.
- Explores opportunities for additional revenue sources including grants, utilization of Authority land, etc.

External Relations

- Represent the Authority in interactions with the Borough of Hellertown, City of Bethlehem, all municipal entities, regulatory agencies and public organizations.
- Represent the Authority in public forums as required.
- Serve as the chief spokesman for the Authority.

Internal Relations

- Provide direct supervision of the operations, business and customer service personnel who provide these efforts.
- Maintain proper standards for employee conduct at all times.
- Provide staff with regular access to training and career growth opportunities utilizing internal and external training venues.
- Develop and maintain job descriptions and recommend compensation ranges for all employees.

Regulatory Compliance

- Assure compliance standards are met for all regulatory, labor, and financial reporting requirements.
- Review daily and monthly reports utilizing the Authority billing and accounting system as prepared by others and submit them as may be required.

Other

- Act as the Secretary to the Board of Directors and prepare monthly meeting agenda, meeting minutes and other documents as required.

- Complete all other responsibilities as assigned by the Board of Directors.
- Act as PMRS Plan Administrator for the Authority Pension Plan.
- Act as the Open Records Officer.
- See to the completion of the annual financial audit and implement recommendations from the auditing staff.
- Attend appropriate education and training sessions to support continuous personal improvement.

Qualifications:

- Bachelor's degree in business administration, engineering, or other related field.
- Minimum of five (5) years experience in an appropriate management capacity.
- Working knowledge of business programs including billing, accounts receivable, accounts payable, and payroll.
- Working ability of using computer technology and supervising such systems as utilized by the Authority.
- Ability to effectively communicate with all internal and external customers, public officials, real estate agents, contractors, attorneys, business agents, and vendors both orally and in writing.
- Ability to assign duties, and coordinate and supervise the work of subordinates.
- Ability to organize and maintain accurate records and reports.
- Ability to work without supervision.