

Personnel Advertisement

Executive Director – Hellertown Borough Authority

Position Summary:

The Hellertown Borough Authority (Hellertown, PA 18055, Northampton County) is seeking a highly motivated and visionary leader for the full-time position of Executive Director. This individual must possess strong problem-solving and communication skills, proven personnel management experience, and a commitment to the Authority's mission (available on our website at www.hellertownboroughauthority.org).

The successful candidate will be actively involved in planning, budgeting, project management, infrastructure oversight, regulatory compliance, staff mentorship, and watershed stewardship—responsibilities uniquely tailored to the Authority and the community it serves. Ideally, the selected individual will relocate to, and become fully integrated into, the Hellertown Borough community.

The Executive Director serves as the chief executive officer of the Authority, reporting directly to a five-member Board of Directors, and manages a staff consisting of four field employees and two office personnel.

Leadership Requirements:

- Alignment with and commitment to the Authority's mission
- Strong interpersonal and personnel management skills
- Demonstrated financial accountability
- Understanding of Pennsylvania regulatory requirements
- Ability to learn the Authority's system and develop and implement a strategic plan for its operation
- Strong project management skills

The Executive Director will be directly responsible for:

- Personnel management and employee development
- Regulatory compliance
- Budgeting and financial oversight
- Coordination and management of external legal and engineering support
- Internal and external communications
- Customer service

Additionally, the successful candidate must demonstrate experience or capacity in the following areas:

- Leveraging technology to improve operational and financial efficiency
- Geospatial data analysis and presentation
- Planning and executing regular infrastructure improvements
- Watershed management and environmental stewardship

Compensation and Benefits:

The selected candidate will receive a competitive salary and a generous benefits package that compares favorably with peer organizations. Relocation assistance may be available. The Authority uses formal job descriptions, pay classifications and ranges, and a current Employee Manual to ensure all employees are fairly evaluated, compensated, and supported.

A detailed job description is available here: www.hellertownboroughauthority.org.

Application Instructions:

Interested candidates must submit a single PDF application package that includes:

- A cover letter
- A resume and/or portfolio that outlines how the candidate meets the position description and leadership requirements
- A brief vision statement for implementing the responsibilities described above
- Salary Expectations
- The names and contact information for two professional references

Applications must be submitted electronically to Interim Executive Director David Busch at dbusch@hellertownwater.org. Submissions are requested by 08 August, 2025, though earlier applications are strongly encouraged. Review of applications will continue until a successful candidate is appointed.

About the Authority

The Borough of Hellertown is located in the Lehigh Valley in eastern Pennsylvania. It is known as an outstanding small community with a strong school district, business community, a high level of community spirit, and access to many social activities and universities.

The Hellertown Borough Authority provides water and sewer service to approximately 2,600 residential and commercial customers located in the Borough of Hellertown and an adjacent area of Lower Saucon Township. Water service is provided by springs distributed across an ~1000 acre, mostly forested watershed and supplemented by two deep wells completed in a confined carbonate aquifer. The collected water is filtered, treated, and gravity fed to the community. Sewer service is provided by a gravity collection system with treatment provided by the City of Bethlehem regional treatment facility.