NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
(WATER DEPARTMENT)

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BOARD MEMBERS
Gerald J. Deily, Chairman
Ronald Glassic, Vice Chairman
Judith Haldeman
Anthony S. Lopsonzski
Jerome Serensits



OFFICERS

Stephen J. Kerbacher,	General Manager/ Secretary
Martin J. Hozza,	Assistant Manager/ Plant Manager
Lori A. Schwartz,	Treasurer/ Comptroller

Assistant Manager/Administrator

The Northampton Borough Municipal Authority is seeking qualified candidates for the Assistant Manager/Administrator position. The Northampton Borough Municipal Authority (NBMA) is a Municipal Water Authority providing safe, reliable drinking water to the Borough of Northampton, along with five (5) surrounding municipalities in the Lehigh Valley area. NBMA is an active member of the Lehigh Valley Water Suppliers, the Pennsylvania Municipal Authorities Association and the American Water Works Association. NBMA serves over 16,000 active accounts and a population of over 40,000.

The Assistant Manager/Administrator will work closely with the General Manager and Comptroller/Treasurer in the general day to day operations of the Authority. Assist in the development and implementation of the annual budget and financial audit. Attendance to monthly Board of Directors meetings is required.
This role will be a highly collaborative position that will work directly with all areas of the NBMA operations including the Board of Directors, General Manager, Comptroller, Operations Manager, Water Treatment Plant Manager and all related NBMA Staff. This position will report directly to the General Manager.

Candidates will possess strong communication skills, administrative and operational knowledge along with relationship – centered leadership skills. Knowledge of Microsoft Office along with strong computer skills is required to work efficiently in a highly functioning office environment.

Candidates should bring at least five (5) years of progressive experience in Municipal or Utility related operations, administration, program leadership or comparable experience managing projects, budgets, contractors and various work force groups. A bachelor's degree in Public Administration, Business Administration, Accounting, Engineering or a water industry related field such as Environmental Science would be beneficial.

The ability to pass a background check, physical examination along with a drug and alcohol test and possess a valid Pennsylvania driver's license is required.

The starting salary range is $75,000 - $110,000 and also includes a comprehensive benefit and retirement package.

Interested candidates should apply with a resume and cover letter to the attention of Stephen J. Kerbacher via email at skerbacher@nbma.org. Telephone inquiries may be directed to Mr. Kerbacher at 610-262-6711.

Northampton Borough Municipal Authority is an Equal Opportunity Employer.