

Executive Assistant / Human Resources Coordinator

Warminster Municipal Authority

Location: Warminster, Pennsylvania

Employment Type: Full-time

Reports To: General Manager

Salary Range: \$80,000-\$90,000

Position Summary

Warminster Municipal Authority, a provider of water, wastewater, and stormwater services, is seeking a highly organized and professional **Executive Assistant / Human Resources Coordinator**.

This newly structured position combines executive administrative support with responsibility for coordinating the Authority's human resources functions. The successful candidate will work closely with the General Manager and Assistant General Manager, serve as an administrative liaison to the Authority's Board, and help establish consistent and effective HR processes.

The ideal candidate is discreet, dependable, detail-oriented, and comfortable balancing confidential employee matters with the administrative needs of executive leadership and a public governing board.

Essential Duties and Responsibilities

Executive and Administrative Support

- Provide high-level administrative support to the General Manager and Assistant General Manager.
- Manage calendars, schedule meetings, coordinate appointments, and assist with correspondence and follow-up activities.
- Prepare letters, reports, presentations, meeting materials, and other documents.
- Maintain organized electronic and paper records in accordance with Authority policies and applicable retention requirements.
- Handle sensitive and confidential information with professionalism and discretion.
- Assist with special projects, internal communications, and coordination among Authority departments.

- Serve as a professional point of contact for employees, Board members, customers, vendors, consultants, and other stakeholders.
- Support the efficient operation of the executive office and identify opportunities to improve administrative procedures.

Board Meeting Support

- Coordinate and prepare agendas, reports, resolutions, supporting documents, and meeting packets for the Authority's monthly Board meeting.
- Distribute Board materials accurately and within required timeframes.
- Attend monthly Board meetings, including meetings held outside normal business hours.
- Record and prepare accurate meeting minutes and maintain official Board records.
- Track Board decisions and action items and assist leadership with appropriate follow-up.
- Coordinate meeting logistics and communications with Board members, Authority staff, professional consultants, and members of the public as needed.

Human Resources Coordination

- Serve as a primary administrative resource for employees regarding routine HR questions, policies, benefits, and procedures.
- Coordinate employee recruitment activities, including job postings, application tracking, interview scheduling, reference checks, and pre-employment requirements.
- Facilitate new-employee onboarding and orientation, including completion of required forms and coordination with supervisors.
- Maintain confidential personnel files and HR records.
- Coordinate employee benefit enrollments, changes, annual open enrollment, and communication with benefit providers and brokers.
- Track employee leave, training, certifications, performance-review schedules, and other personnel-related deadlines.
- Assist management with employee communications, performance-management documentation, and personnel matters.

- Support the review, development, communication, and consistent administration of personnel policies and the employee handbook.
- Coordinate required workplace training and assist with employee engagement and professional-development initiatives.
- Prepare HR-related reports and maintain accurate employee data.
- Assist with compliance-related recordkeeping and required reporting.
- Work with the Authority's labor counsel, benefits advisers, payroll provider, insurance representatives, and other professional resources as directed.
- Protect the confidentiality of employee, medical, payroll, and personnel information at all times.

Qualifications

- Associate degree in business administration, human resources, public administration, or a related field; a bachelor's degree is preferred. Relevant professional experience may be considered in place of formal education.
- At least [three to five] years of progressively responsible administrative, executive-support, or human resources experience.
- Experience supporting senior leadership, a governing board, or a public-sector organization is preferred.
- Working knowledge of fundamental human resources practices, including recruitment, onboarding, benefits administration, personnel records, and policy administration.
- Familiarity with employment laws and workplace compliance requirements is preferred.
- Strong written and verbal communication skills.
- Excellent organizational, time-management, and proofreading abilities.
- Ability to manage multiple priorities, meet firm deadlines, and work independently.
- Sound judgment and demonstrated ability to handle sensitive matters with discretion.
- Strong interpersonal skills and the ability to work effectively with employees at all levels of the organization.

- Proficiency with Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Experience with HR, payroll, records-management, or Board-management systems is a plus.
- SHRM-CP, PHR, or a related human resources credential is preferred but not required.

Work Requirements

- Ability to work primarily in an office environment.
- Regular and reliable attendance is required.
- Attendance at the Authority's monthly Board meeting is required. Board meetings may take place during evening hours.
- Occasional additional evening work may be required for special meetings or Authority business.
- Must be able to maintain strict confidentiality and appropriately handle sensitive information.

Compensation and Benefits

Warminster Municipal Authority offers a competitive compensation and benefits package that may include:

- Medical, dental, and vision coverage
- Retirement plan
- Paid vacation, sick leave, and holidays
- Life and disability insurance
- Tuition or professional-development assistance
- Other applicable benefits

The anticipated salary range for this position is **\$80,000-\$90,000** depending on qualifications and experience.

How to Apply

Qualified candidates should submit a resume and cover letter, to:

Tim Hagey, General Manager

apply@warminsterauthority.com

Applications received by **9/25/2026** will receive priority consideration. The position will remain open until filled.

Warminster Municipal Authority is an equal opportunity employer. Employment decisions are made without regard to any legally protected characteristic and in accordance with applicable federal, state, and local laws.