

**Tax Collection Committee
Northampton Tax Collection District**

**Request for Proposals for
Administrative Director Services**

The Tax Collection Committee (“TCC”) for the Northampton Tax Collection District (“NTCD”) is requesting proposals for administrative director services. The TCC is organized and operated under Pennsylvania Act 32, as amended. The TCC is comprised of delegates from the political subdivisions (“PSDs”) in the NTCD levying local earned income tax. The PSDs currently consist of all the school districts and municipalities in Northampton County, Pennsylvania, except North Catasauqua, Walnutport, and Riegelsville, but including the Borough of Fountain Hill.

The TCC is actively searching for a business firm or sole proprietor to provide part-time Administrative Director services on an independent contractor basis.

The position workload, on average, is 80-100 hours per year, with duties including but not limited to TCC meeting preparation and attendance, serving as Secretary and Right to Know Officer for the TCC, taking minutes, record management, preparation and distribution of correspondence and required notices, response to Right to Know requests, relationship management, contract management and negotiation, and interactions with the NTCD Tax Officer, currently Keystone Collections Group, TCC Officers, municipal representatives, the TCC solicitor, and on occasions, citizens of the county. The administrative director also assists with organizing and facilitating tax appeals proceedings, and works with coordinating audits, legal, insurance, and other professional services as needed by the TCC. The successful firm or individual shall be familiar with Pennsylvania Act 32 (regulating the administration, collection and distribution of local earned income tax), general state law applicable to local government agencies such as the Sunshine Act, Right to Know Law, and State Ethics Act, contract management, and accounting practices, and shall possess the professional experience to help guide the TCC in decision-making, and administration of responsibilities. The successful firm shall be able to manage the TCC’s website by placing minutes, announcements, agendas, and other important information in accordance with laws and best practices. The Administrative Director will serve as an independent contractor and must carry proper liability and workers compensation insurance, as outlined in the RFP. For a copy of the RFP, please visit <https://www.northamptontcc.org/> or email jjfinnigan@msn.com. Responses are due to John J. Finnigan, Jr., TCC Chairman, via email at jjfinnigan@msn.com, no later than Friday, April 11, 2025, at 5:00 PM.

Advertise: Morning Call, March 25, 2025