

Company: Gateway Development Commission

Job Title: Director, Contracts Administration

Location: New York/New Jersey

Date: July 25, 2023

Job ID: 3-016

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly qualified Contracts Director to support the Senior Director, Procurement. The Contracts Director will play a crucial role in assisting the Senior Director in achieving centralized, efficient, effective, and timely procurements of goods and services for GDC. As a Director of Contracts Administration, you will lead and oversee the review of scopes of work, specifications, Terms/Conditions for new contracts, and the drafting and preparation of procurement and contracts documents. Additionally, you will ensure that all contracts abide by local, federal laws and the Gateway Development Commission (GDC) procurement rules.

Essential Functions

- Lead the Contracts Administration function, overseeing a team of contract managers.
- Develop and implement a comprehensive contracts management strategy to optimize the efficiency and effectiveness of the department.
- Collaborate with various internal stakeholders, including legal, finance, and project management teams, to ensure seamless contract execution and compliance.
- Negotiate complex contracts with vendors, clients, and partners, always striving to achieve favorable terms for the company.
- Review and analyze contracts to identify potential risks and opportunities, providing strategic recommendations to senior leadership.
- Stay up-to-date with FTA requirements, industry best practices, legal requirements, and market trends to ensure GDC's remains at the forefront of contracts management excellence.

Job Requirements

- Bachelor's degree in business administration, contract management, or a related field.
- Minimum of 10 years of experience in contract administration and management.
- Knowledge of local and federal laws governing contracts.
- Experience in drafting, reviewing, and negotiating contracts.
- Strong communication, negotiation, and interpersonal skills.
- Detail-oriented and able to manage multiple priorities simultaneously.
- Experience with project management software and tools.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its

later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Director, Contracts Administration" in the subject line.