

**Gateway Development Commission
Program Manager (Program Planning) Job Description
Job ID 5001**

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a skilled planner/project analyst to assist in preparing planning documents to support the GDC'S management of the Hudson Tunnel Project and other projects managed by the Commission. The Program Manager (Program Planning) is responsible for coordinating the preparation and finalization of key project planning documents, including plans related to management and organization, resource allocation, safety and security, and other areas. The Program Manager (Program Planning) will report to the GDC Program Office.

Essential Functions

- Manages all aspects of consultant efforts on the development and update of key project planning documents including, for example, Project Management Plans, Quality Management Plans, Risk and Contingency Management Plans, Safety and Security Management Plans, and other materials required to coordinate the program management of the Hudson Tunnel Project and other projects managed by the Commission.
- Coordinates with Amtrak and NJ TRANSIT on the preparation of an annual force account resource plan to account for the management of planned force account resource needs.
- Coordinates with project steering committees and federal funding agencies to seek consensus in plan development and to obtain, where required, necessary approvals.
- Prepares responses to federal funding agencies, on behalf of the GDC, to comments received on plans received and participate in regular meetings with federal funding agencies.
- Assists the GDC Program Office, and other units within GDC and entities under contract with GDC, with understanding plan requirements.
- Develop strategies to assist in the implementation of plan requirements and track and monitor plan adherence.
- Assist the GDC Program Office in consulting with the States of New York and New Jersey, Amtrak, NJ TRANSIT, the Port Authority of New York and New Jersey on required changes and updates to plans.
- Perform other duties as required relating to implementation of plan goals.

Job Requirements

- Bachelors degree in Transportation Planning, Urban Planning, Engineering, or related field.
- At least six (6) years experience in initiating, developing, or evaluating public sector infrastructure projects, including specific experience supporting the development of planning documents required by law or by regulation.

- Knowledge of infrastructure planning principles required, transportation planning principles preferred.
- Technical writing experience.
- Understanding of project, program, and capital budget management principles.
- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.

About the Gateway Development Commission

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 “Program Manager (Program Planning)” in the subject line.