

**Company: Gateway Development Commission**

**Job Title: Deputy General Counsel**

**Location: New York/New Jersey**

**Date: March 16, 2023**

**Job ID: 6-001**

### Summary of Responsibilities

A senior attorney with experience in a variety of corporate legal matters, including but not limited to, public procurement and contracting, contract negotiation, drafting of capital programming and/or railroad operational agreements, and experience with laws regarding public meetings and public records. This position will be a senior attorney position within the Gateway Development Commission's ("GDC") General Counsel Office and may be called upon to offer legal guidance in other GDC operational areas as needed. This position reports directly to the General Counsel and supervises other attorneys in the subject matter areas described.

### Essential Functions

- Provide legal representation and support to GDC General Counsel Office: Develop strategies, negotiate, draft, and edit agreements with third parties for complex transactions required to implement large capital projects. Provide liaison with the GDC Program and Technical teams, subject matter experts, and/or outside counsel to advance same. Provide legal guidance in the areas of public procurement, federal and state compliance, and risk mitigation. Assist in the coordination and alignment of client interests across departments within GDC as those interests relate to the delivery of the Hudson Tunnel Project and other related projects.
- Provide legal support, guidance, and analysis in the above subject areas, specifically related to compliance with GDC's enabling legislation, GDC Bylaws and other corporate policies.
- Draft, revise, and tailor nondisclosure agreements to protect GDC's security sensitive and otherwise confidential information, while ensuring compliance with public records laws.
- As Deputy Board Secretary, will be appointed by Board Secretary to perform duties assigned by the Board Secretary and in the absence of the Board Secretary will perform the Board Secretary's duties. Responsibilities include directing the day-to-day management and development of agendas for Board meetings and Board committee meetings for review by the GDC CEO and executive management team, facilitating and overseeing the scheduling of Board meetings and Board committee meetings, and generating minutes of the Board meetings for approval of the Governors of New York and New Jersey in conformance with GDC's enabling legislation.
- As Records Access Administrator, will be appointed by the GDC CEO or GDC General Counsel in accordance with the GDC Public Records Access Policy. Responsibilities include handling all public records requests and responding to such requests in accordance with the GDC Public Records Access Policy. Responsibilities also may include handling any subpoenas or other legal documents that are received by GDC.
- Provide legal support, guidance, and analysis related to other subject areas within GDC.

- Consult, strategize, and collaborate with outside counsel representing GDC on litigation in the above subject areas, as well as in other subject areas as may be necessary.

### Job Requirements

- Juris Doctorate from an accredited law school. Excellent academic credentials. Admitted to practice law in New Jersey and/or New York.
- A minimum of ten (10) years or more of relevant experience practicing law. Minimum of five (5) years of experience working on sophisticated transactions, including drafting, and negotiating complex business contracts under New Jersey and/or New York law. Experience in resolution of claims, protests, and litigation.
- A minimum of seven (7) years of progressively responsible experience in legal research, writing, document drafting, and counseling.
- Experience with interpreting and handling matters regarding open public meetings and public records laws in New Jersey or New York.
- Demonstrated ability to work independently on contract negotiations of significant size and complexity, managing multiple projects and clients in a fast-paced environment, and working on a multi-disciplinary team.
- Excellent negotiating, drafting, practice-management skills, and business judgment.
- Excellent verbal and written communication skills.
- Strong interpersonal, analytical, problem-solving, and organizational skills.
- Confidence, professionalism, and tact in dealing with senior management and sophisticated third parties.
- Proven capability to build and maintain strong client and peer relationships.
- Ability to effectively supervise, support, and work collaboratively with other attorneys and staff.
- Intellectual curiosity, team-oriented, self-starter mentality.
- Proficiency in Microsoft Word, Microsoft Teams, Adobe, and related computer literacy skills.

### 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.*

Attention all applicants who have applied for the Deputy General Counsel position! We will be considering your resume for the Associate General Counsel (Job ID: 6-002) position, provided you meet the minimum qualifications required for the role!

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title "Deputy General Counsel" in the subject line.