

Company: Gateway Development Commission

Job Title: Senior Manager, Contracts Administration

Location: New York/New Jersey

Date: June 14, 2023

Job ID: 3-012

Summary of Responsibilities

As the Contracts Administration Senior Manager, you will be responsible for overseeing and preparing the scope of work, specifications, and conditions for new contracts. You will draft and prepare contracts, lead negotiation strategies, and award new contracts. Additionally, you will ensure that all contracts abide by local and federal laws.

Essential Functions

- Review, negotiate, and execute contracts, including Request for Qualification, design bid– build, design-build, and other contracting methods with vendors, contractors, and suppliers.
- Provide guidance and on-going support to project managers on contractual matters and ensure alignment with project timelines and objectives.
- Ensure compliance with all contractual obligations and manage contract modifications and change orders.
- Understand the laws, regulations, and policies on public works contracting and the GDC's funding partners, such as FTA and FRA. Collaborate with the legal team to ensure all contracts follow local and federal laws.
- Prepare reports on contract status and identify potential risks or issues.
- Ensure that all contract files are properly documented, including the decision-making process to promote the efficient operation of the Contracts Department. This includes archiving and maintaining files in a centralized database.
- Update contracts as needed, tracking contract renewals and expirations, and ensuring that all relevant stakeholders have access to the appropriate contract information.
- Prepare for contract compliance audits to identify improvement areas and ensure that all contractual obligations are being met. This may involve working closely with project teams, vendors, and contractors to address issues or concerns.
- Develop and deliver training programs to educate project managers and other stakeholders on best practices in contract administration and management. This may include creating training materials, conducting training sessions, and providing ongoing support and guidance to help ensure compliance with company policies and procedures.

Job Requirements

- Bachelor's degree in business administration, contract management, or a related field.
- Minimum of 7 years of experience in contracts 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 “Senior Manager, Contracts Administration” in the subject line.