

Company: Gateway Development Commission

Job Title: Senior Manager, Procurement Compliance & Operations

Location: New York/New Jersey

Date: 1/31/2024

Job ID: 11-006

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly motivated and detail-oriented Senior Manager, Procurement Compliance & Operations to join our team. As the Senior Manager, Procurement Compliance & Operations, you will be responsible for maintaining FTA procurement compliance, drafting, and maintaining procurement policy and procedures, and the internal review of procurement files to ensure conformance with all applicable procurement regulatory rules. This role will additionally support the Senior Director of Procurement in the provision of Operating procurements with the support of subordinate staff, to support GDC's operational needs. The role includes overseeing the establishment of policy and reviewing scopes of work, specifications, and conditions for new procurements. You will draft and prepare contracts, lead negotiation strategies, and award new contracts. Additionally, you will ensure that all contracts abide by GDC's procurement guidelines, as well as local and federal procurement laws and rules.

Essential Functions

- Develop, issue, evaluate, and recommend for award procurements to support GDC's Operating needs.
- Provide guidance and support to procurement staff and project managers on contractual matters to award contracts.
- Ensure compliance with all contractual obligations and manage contract modifications and change orders.
- Collaborate with the legal team to ensure all contracts follow local and federal laws.
- Develop and implement policies and procedures for the contract management process.
- Prepare reports on contract status and identify potential risks or issues.
- Collaborate with cross-functional teams to ensure alignment with project timelines and objectives.
- Ensure that all contracts are properly archived and maintained in a centralized database or system. This includes updating contracts as needed, tracking contract renewals and expirations, and ensuring that all relevant stakeholders have access to the appropriate contract information.
- Conduct regular audits of contract compliance to identify areas for improvement and ensure that all contractual obligations are being met. This may involve working closely with project teams, vendors, and contractors to address any 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, Supply Chain Management, or a related field.
- Minimum of 7 years of experience in the management of complex Operating (core) procurements and the development of procurement policy and procedures.
- 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.
- Experience with federal (FTA and FAR) and state procurement regulations and procedures.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Proficiency in Microsoft Office and procurement software.
- Experience in the transportation or infrastructure industry is a plus.

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, Procurement Compliance & Operations” in the subject line.