

Gateway Development Commission
Job Title: Deputy Chief, Administration (Procurement)
Location: New York/New Jersey
Date: June 27, 2024
Job ID 3-021

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly qualified Deputy Chief, Administration (Procurement), reporting to the Chief Administrative Officer. The Deputy Chief, Administration (Procurement) is responsible for providing GDC with centralized, efficient, effective, and timely procurements of goods and services. The Deputy Chief, Administration (Procurement) oversees all GDC's procurements, from small operational procurements to major capital procurements valued at billions of dollars.

Essential Functions

- Builds procurement processes and systems to create an efficient and effective procurement unit at GDC.
- Obtains all contract services, commodities, operational services, and professional services on behalf of GDC, including for major capital projects.
- Coordinates with all GDC units and leadership to assess purchasing needs and facilitates the contract process.
- Prepares procurement documents in a manner compliant with requirements of federal funding sources.
- Ensures that the procurement of quality goods, operational services, construction, and professional, technical, and advisory services, including consultant and temporary employment services, with a procurement system based on open competition and fairness with the highest level of integrity.
- Inform executive staff/senior management on procurement strategies and potential risks presented by current and future contractual relationships ensuring a thorough understanding of the benefits/risks inherent in the contracting process.
- Proven ability to lead and mentor a diverse procurement team, fostering a collaborative and high-performance work environment.
- Excellent interpersonal and communication skills to effectively engage with internal stakeholders, project partners, and external vendors.
- Demonstrated experience in identifying, assessing, and mitigating risks associated with procurement and contractual agreements.

Job Requirements

- Bachelor's degree in business administration or a related field.
- A minimum of 10 years of progressively responsible procurement experience.

- Extensive knowledge of large-scale procurement methods, practices and procedures, including experience working on federally eligible programs.
- The ability to effectively direct the negotiation of complex contracts; to use independent judgment in directing and managing a variety of procurement policies and procedures and evaluating and planning business processes.
- Must possess practical understanding of standard industry procurement software and databases and possess a working knowledge of applicable software programs.
- Experience developing procurement systems for an organization preferred.
- Contract Professional Certification preferred.

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 “Deputy Chief, Administration (Procurement)” in the subject line.