

**Company: Gateway Development Commission**  
**Job Title: Director of Procurement (Compliance & Operating Procurements)**  
**Location: New York/New Jersey**  
**Date: October 22, 2024**  
**Job ID: 11-009**

### **Summary of Responsibilities**

The Gateway Development Commission (GDC) is seeking a highly qualified Procurement professional to fill the role of Director of Procurement (Compliance & Operating Procurements), reporting to the Deputy Chief Administrative Officer (Procurement). The Director, with subordinate staff will a) develop and maintain an FTA / FRA compliant procurement manual, policies, procedures as well as the establishment and maintenance of requisite template / boilerplate documents and associated training to ensure on-going compliance with all regulatory requirements and b) responsible for providing GDC with centralized, efficient, effective, and timely procurements through close-out of Professional and General Services as may be required by GDC.

### **Essential Functions**

- Develop and maintain processes, procedures, protocols and procurement solicitation boilerplate documents for GDC to facilitate various procurement methods (RFQ, IFB, RFP, RFEI and other as may be required) including procurement guidance compliance checklist and templates to guide GDC wide procurement activity.
- Create and maintain an in-house vendor relations / responsibility review processes and protocols based on regulatory requirements and contract size. Through subordinate staff and or consultants manage procurement cost/price analysis request, department reporting, and or audit request. Support the DCAP in preparing for and responding to Procurement Audits.
- Through subordinate staff and or consultants develop and maintain a procurement filing system.
- Establish and update, as may be required, GDC's FTA / FRA compliant Procurement manual. Develop, publish and maintain written procurement procedures, guidance documents and internal controls (where required) and coordinate staff training to ensure consistency in procurement activity within the procurement department.
- Assist the Procurement Deputy Chief with the assessment coordination and planning of procurements for all GDC units to assess purchasing needs and facilitates the contract process.
- For GDC Operating procurements, with subordinate staff, review scopes of work, issue solicitations, receive and review vendor bids / proposals, award contracts

and provide ongoing contract administration while ensuring open competition and fairness with the highest level of integrity.

### **Job Requirements**

- Bachelor's degree in business administration, engineering or related field.
- Ability to interpret statutes, policies, directives etc. when developing procurement schedules, scopes of work, and contract terms and conditions to remain in compliance with Federal funding requirements.
- 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.
- Minimum of ten (10) years' experience in a progressively responsible administrative position with emphasis on procurement, contract administration, engineering and/or construction as it relates to solicitation and negotiation of contracts and agreements.
- Minimum of three (3) years of experience managing professional staff.
- Working knowledge of FTA Procurement regulations, including circular 4220.F and BABA.
- 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](mailto:jobs@gatewayprogram.org) with the job title “Director of Procurement Compliance & Operating Procurements” in the subject line.