

**Job Description**

Job Title: Deputy Director - Contract Management Requisition # 2019-05  
Division: Financial Operations - Contract Management  
Reports To: Director – Financial Operations  
Grade Level: H18  
FLSA Status: Exempt   
Employment Status: Full Time

**Job Summary**

Provide leadership to review, analyze, negotiate and process professional services amendments, change orders and track, review, and analyze their invoices. This position will assist in the development and revisions to contracts and will be responsible to work with project teams to ensure consistent and effective interpretation of contracts, estimates, change management, schedules, and amendments. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

**Essential Duties and Responsibilities**

1. Oversees the validation, preparation, negotiation and processing of professional service amendments and change order approval on timely manner. Provide Staff with technical oversight for reviewing and validating invoices, submitted by professional services consultants, preconstruction estimates, design error and omission analysis, and delay analysis.
2. Provide guidance to NJSDA project teams on interpretation of contracts, specifications and drawings to ensure consistency and uniformity across all regions and contracts. Review the staff work product for technical content compliance and applicability as it relates to the contract. Trains staff regarding technical issues and process/policy for change order review to ensure consistency and uniformity.
3. Responsible for review and editing of memos to the Authority's Board members recommending approval of changes and payments for services performed by professionals and contractors.
4. Produce management reports to monitor effectiveness of the unit and track progress of achieving departmental and organizational goals.
5. Maintain effective communication with various departments to ensure consistency and uniformity in the adherence of the contract requirements. Attend meetings and field visits to support the unit to ensure the integrity for an independent Change Order/Amendment review process is upheld.
6. Supervises and coordinates activities of subordinates to maximize their effectiveness to ensure accurate and timely review of amendments, change orders, estimates, claims, errors and omission studies and invoices.
7. Assist in coaching, mentoring, and developing employees to achieve departments overall objectives and the employees professional development goals.

### **Required Skills and Abilities**

1. Strong leadership and management skills.
2. Excellent ability to interpret contracts, specifications and bulletins for contract compliance.
3. Excellent presentation, analytical, negotiations and interpersonal skills. Ability to communicate in a professional manner displaying ability to maintain cooperative work relationship with staff.
4. Proficient in Microsoft Word and Excel, as well as the ability to learn and use various software used by the Authority.

### **Required Education and Experience**

1. Bachelors degree in engineering, architecture, construction management, law or other related field
2. Minimum five years experience in construction industry.
3. Experience in negotiating and managing contract documents or managing construction projects.
4. Minimum of five years supervisory experience.
5. Experience in the assessment and evaluation of construction claims.
6. Extensive knowledge in construction, consultants and architectural contracts.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Valid driver's license