

NEW JERSEY INFRASTRUCTURE BANK

NOTICE OF VACANCY



TITLE: Chief Operating Officer – Transportation Bank

SALARY RANGE: \$128,800

CIVIL SERVICE TITLE: Government Representative 1

OPENING DATE: August 18, 2019

CLOSING DATE: September 17, 2019

EXISTING VACANCIES: One (1)

WORKWEEK: 40

PROGRAM/LOCATION: NEW JERSEY INFRASTRUCTURE BANK
3131 Princeton Pike, Building 4, Suite 216
Lawrenceville, NJ 08648
609-219-8600

Background:

The New Jersey Infrastructure Bank (I-Bank) is a New Jersey independent state authority that jointly manages two separate financing programs, one in partnership with the NJDOT and one in partnership with the NJDEP to make loans for transportation and environmental infrastructure projects respectively. The I-Bank jointly issues \$40 million annually in loans with NJDOT under the nascent Transportation Bank Financing Program and \$500 million annually in loans with NJDEP under the long-established and successful Water Bank Financing Program (an average of 80 projects per annum).

Essential Duties and Responsibilities:

The Chief Operating Officer – Transportation is a Senior Management position in charge of all operational functions related to the I-Bank Transportation Financing Program (**Transportation Bank**). The Chief Operating Officer – Transportation reports directly to the Executive Director and has the following responsibilities:

- Oversee operational functions of the Transportation Bank;
- Ensure the efficient coordination of Transportation Bank project application, technical reviews and construction (e.g. initial application submission through construction completion);
 - Requires a thorough legal understanding of the I-Bank's statute and legal authority and familiarity with the program's processes;
- Increase the participation of applicants / borrowers in the Transportation Bank through the design of program parameters and outreach to clients, bond counsel, and other stakeholders;
 - Attend / Participate / Present at conferences, meetings and marketing events, as needed;
- Act as a liaison working with staff at the NJDOT, NJIB's Bond Counsel, State AG's Office, and other internal program stakeholders to coordinate project sponsor / project review issues;
- Manage the Transportation Bank's project management / construction team, and oversight of outside consultants when necessary;
 - Includes hiring, administering annual performance reviews, assignments, discipline, etc.;
- Develop, implement and oversee Transportation Bank procedures to improve efficiencies, customer service and advance the mission of the Transportation Bank;
- Develop and oversee performance metrics that assess Transportation Bank program efficiencies and improvements;
- Develop and oversee Policies related to Transportation Program;
- Develop Scope of Work for Transportation Bank program-related procurements of professional services and assist in the further development of Requests for Proposals/Quotes and response reviews;
- Develop and periodically amend the Transportation Bank's regulations, as well as oversee regulations approval process;
- Assist the Executive Director in developing and directing new Transportation-related loan programs, as required;
- Assist the Executive Director with Board Resolutions and other related documents in preparation of monthly Board meetings; and
- Assist the I-Bank's Legal and Compliance Officer to ensure the Transportation Bank is compliant with statutes and regulations;

- Assist the I-Bank's Legal and Compliance Officer with annual Transportation Bank legislative reports (e.g. January and May Legislative Reports, quarterly Priority Lists, etc.);
 - Develop various legal and marketing publications as needed;
- Assist the I-Bank's Legal and Compliance Officer with legal matters related to Transportation Bank project specific issues including developing various legal strategies and communications;
- Assist the I.T. Manager with creating and automating the Transportation Bank's web-based platform (i.e. *NJ-Moves*).

Minimum Requirements:

Education and Experience:

- Seven (7) years' experience in senior management position related to operations, construction, I.T. or finance;
- Graduate degree in Law or MBA/finance, highly preferred;
- Exposure to Board management is preferred.

NOTE:

- *A Master's degree in a related, technical area of study may be substituted for one (1) year of experience.*

Preferred Knowledge, Skills and Ability:

- Advanced proficiency with MS Word and MS Excel;
- Ability to interpret laws, rules and regulations and apply them to specific situations;
- Firm understanding of government business decision making processes;
- Firm understanding of laws effecting operations of government business entities;
- Firm understanding of technology and its application in the I-Bank's business processes;
- Demonstrated strong writing and communication skills;
- Highly motivated individual with a strong work ethic; and
- Ability to work in a fast-paced environment to administer a wide array of program changes.

Residency:

All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act". New Jersey state employees hired prior to September 1, 2011 who transfer from within another State of New Jersey Agency or appointing Authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

Authorization to Work:

All selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Interested parties should forward a copy of Resume and Cover Letter to careers@njib.gov
by 5:00 p.m. September 17, 2019.

THE I-BANK IS AN EQUAL OPPORTUNITY EMPLOYER.

We believe that diversity and inclusion is critical to our success and seek to recruit, develop and retain the most talented people from a diverse candidate pool. DIVERSITY = STRENGTH!