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Triangle

### **Contracts Coordinator**

The Contracts Coordinator is responsible for managing the development of contracts associated with the design, construction, and operation of the Durham-Orange Light Rail Transit (D-O LRT) Project, as well as other documents related to transit in Durham and Orange Counties. This position, in consultation with the attorney group and in close coordination with the D-O LRT Project team, supports the facilitation, completion, and implementation of all third party agreements and contracts.

#### **Responsibilities include (but not limited to):**

- Managing the development and acceptance of all contracts related to the D-O LRT Project.
- Drafting moderate to complex, non-routine contractual instruments and related documents for discussion and negotiation with third parties (e.g., private utilities, federal agencies, North Carolina departments and agencies, county and municipal governments, universities, and area hospitals).
- Maintaining familiarity with and knowledge of the D-O LRT Project (e.g., activities, schedules, planning, deliverables, and deadlines).
- Attending meetings as required to initiate and complete the required documents.
- Analyzing non-standard terms, identifying issues of concern and potential risks involved with specific contract terms, and recommending alternatives and proposed solutions.
- Creating contract language standards for existing and new contracts, including the creation of templates under the supervision of attorneys.
- Researching new laws, regulations, and contract developments, requirements, and trends for potential impacts on the D-O LRT Project and GoTriangle's goals and objectives.
- Coordinating with D-O LRT Project staff and consultant teams to prepare contracts that are consistent with the technical plans, designs, and schedules developed for the D-O LRT Project
- Working closely within the legal department to ensure contractual terms and conditions are acceptable, serving to minimize risk, and complying with all applicable laws, regulations, policies, and guidelines.
- Participating in the generation of new ideas, coordination, development, and maintenance of contract policies, processes, and procedures.
- Understanding the material implications of various contract related issues and demonstrating the ability to clearly explain these implications to GoTriangle, the public, and other stakeholders.

- Superior writing and editing skills to prepare grammatically correct contracts, agreements, business correspondence, forms, reports, presentations, meeting summaries, and other documents using MS Word, PowerPoint, and Excel with speed and accuracy.
- Designing and maintaining a tracking document to monitor the status of all contracts and agreements to ensure contract execution in accordance with policy and deadlines.
- Maintaining detailed and organized electronic files for each contract or agreement and all correspondence, amendments, clarifications, and other related information.
- Using judgment and creativity to resolve issues.
- Effectively directing her/his own activities toward the successful completion of assigned responsibilities.
- Other duties as assigned.

This position requires a Bachelor's Degree from an accredited four-year college or equivalent experience. JD Degree, paralegal training, or equivalent degree is preferred. Comprehensive experience in the preparation, negotiation, and administration of contracts and agreements in the public and private sectors is required, ten years of this experience is preferred. The candidate will work to expert knowledge and have an understanding of contracting concepts and the language and legality of contractual binding terms and conditions. Additionally, the candidate will possess a proven ability to develop program objectives and work independently, prioritize, follow through, and complete multiple complex assignments simultaneously. Furthermore, the candidate should demonstrate the proven ability to establish and maintain cooperative working relationships with co-workers and third parties, working both independently as a team member, to multitask and respond professionally in challenging situations. Strong knowledge of government contracts, procurement, and procedures is essential. Exceptional communication (both verbal and written), interpersonal skills, and attention to detail will prove to be essential skills to this position. Progressively responsible experience with a large transit system or commuter/passenger rail project is highly desirable. Salary range is \$49,401 - \$92,374 and a comprehensive benefits package is offered.

Qualified candidates can email cover letter and resume to: [jobs@gotriangle.org](mailto:jobs@gotriangle.org) or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.

No phone calls or 3<sup>rd</sup> party solicitations, please. EOE