

### **Job Description**

Job Title: Team Lead- Contracting  
Department: Legislative and Regulatory Affairs  
Open Date: 04/24/23  
Close Date: 06/23/23  
Location: Trenton  
Grade Level: H17  
Salary Range: 85,680 - \$107,100

### **Job Summary**

This position leads team responsible for a drafting, reviewing, revising and updating NJEDA's contracts, and handling other related legal issues.

### **Essential Duties and Responsibilities**

- Drafts, reviews, revises and updates EDA's contracts, including grant and loan agreements; incentive agreements; other financial assistance agreements; memoranda of understanding; memoranda of agreement; and other types of written agreements between the EDA and third parties.
- Works directly and collaboratively with Closing Services and other business units as well as Deputies Attorney General in the drafting and approval of contracts and agreements for EDA programs and initiatives.
- Creates templates of various agreements and other documents based upon legal review and best practice for EDA general and tailored use.
- Provides support and advice related to contracting and legal transactions.
- Works with cross functional groups to understand business goals and requirements, provide advice on options, develop contract strategies, and ensure contracts incorporate appropriate legal terms and conditions. Must work collaboratively to ensure alignment in and amongst business units.
- Review transactional documents and ensures both consistency and compliance with applicable policies, procedures and goals.
- May negotiate contractual terms with third parties.
- Identifies and effectively communicates legal risks. Protects and mitigates risks that may arise from contractual commitments.
- Identifies areas for improvement and drives efficiency in the contracting process with internal and external stakeholders.
- Clearly communicates critical issues, present analysis and drive toward solutions on an ongoing basis.
- Maintains familiarity with applicable legal requirements. Performs legal research and monitors and tracks changes in applicable law, ensuring management and staff are informed of relevant changes.
- Coordinates with the Division of Law within the Attorney General's Office, special counsel, and other lawyers and consultants.
- Serves as Hearing Officer for Authority on bid protests; reviews appeal documents, determines factual and legal bases for appeal, and drafts written recommendation. May also support the Managing Director of Legal Affairs on appeals related to financial assistance.
- Mentors, trains and oversees the work of more junior members of the team, reviewing and editing work product, as necessary.
- May assist in reviewing legislation and drafting bill comments and regulations to support the Director of Legislative and Regulatory Affairs.
- Manages MOU expiration dates; creates an efficient and effective tracking and communication process to ensure continuity of the underlying services.
- Must proactively acquire and leverage working knowledge of EDA's programs and initiatives.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.
- Must complete annual and semiannual self-assessment as required.
- Performs other duties and special projects, as assigned.

## **Required Skills and Abilities**

- Must possess advanced research ability and information technology skills, as well as excellent analytical skills.
- Must have familiarity with various types of corporate litigation and regulatory matters, as well as knowledge of government.
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously.
- Excellent communication skills, both oral and written; ability to communicate effectively with general public, news media and various professionals.
- Experience in public information and/or corporate communication.
- Ability to work independently and with professionals of various disciplines as well as staff at various levels.
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff.
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

## **Required Qualifications**

### Education and Experience Requirements

- Bachelor's degree; Juris doctor from an accredited law school required.
- Experience reviewing legal documents and use of third-party legal software (e.g. Lexis-Nexis).
- Experience reviewing contracts.
- Minimum 7 years' experience in a legal capacity.
- Prior experience as a law clerk desired.

Advanced degree or industry specific certification may be substituted for 1 year of experience.

### Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

### Travel

- As necessary to events, meetings, businesses, etc.

### Certificates and Licenses Required

- **License:** Staff are required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.  
**Must be licensed to practice law in the State of New Jersey.**

## **Note**

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

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### **Position Requirements**

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the “New Jersey First Act” which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
  - Those guidelines to can be found here:
    - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
    - [https://www.nj.gov/ethics/docs/ethics/2022\\_uniformcode\\_april.pdf](https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf)

### **HOW TO APPLY:**

Interested applications **MUST** submit their resume online through our applicant tracking system.  
<https://careers-njeda.icims.com/jobs/1942/team-lead---contracting>

For general job inquiries, please email us at [NJSAME@NJEDA.GOV](mailto:NJSAME@NJEDA.GOV)

Visit us at [www.njeda.com](http://www.njeda.com)