



ALAMEDA COUNTY TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

SENIOR PROGRAM ANALYST

DEADLINE TO APPLY

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. The first review of resumes will take place on January 8, 2016.

Recruiting Services
provided by
Koff & Associates

The Opportunity

Under general direction, the Senior Program Analyst provides highly complex and comprehensive program coordination, project management, and administrative support in the development and implementation of a program for affordable student transit passes and the administration of the Alameda CTC's Safe Routes to Schools, Paratransit, and Bike Mobile programs. The incumbent will analyze programmatic practices and procedures and make recommendations for operational, policy, and procedural improvements; oversee and conduct needs analyses, feasibility studies, and evaluations for assigned projects and programs; develop, summarize, and maintain administrative and fiscal records; and foster cooperative working relationships and act as liaison with various community, public, and regulatory agencies.



The Area

Alameda County is the geographic center of the San Francisco Bay Area, located across the Bay from the San Francisco peninsula, which stretches from the Golden Gate Bridge south to Silicon Valley. Alameda County encompasses 738 square miles of land and has a population in excess of 1.4 million people, making it the second most populated county in the Bay Area after Santa

Clara County. The County is bounded on the west by the San Francisco Bay. The crest of the East Bay Hills forms part of the northeastern boundary and reaches into the center of the County.



The Organization

The Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs. Its projects expand access and improve mobility in Alameda County. The Commission was created by the merger of the Alameda County Congestion Management Agency (ACCOMA) and the Alameda County Transportation Improvement Authority (ACTIA) in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.



The Ideal Candidate Will:

- ❖ Understand advanced principles and practices of transportation program development and administration.
- ❖ Understand current trends in transportation programming.
- ❖ Have strong project and/or program management skills, and knowledge of analytical processes, and report preparation techniques.
- ❖ Possess excellent knowledge of research and reporting methods, techniques, and procedures and be able to run complex transportation program and project studies.
- ❖ Effectively represent the Commission in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- ❖ Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and Commission staff.
- ❖ Effectively communicate in person, over the telephone, and in writing.
- ❖ Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- ❖ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Key Responsibilities

- ❖ Plans, designs, oversees, and administers highly complex transportation programs and projects with community-wide impact such as the Safe Routes to Schools, Paratransit and Bike Mobile programs and affordable student transit pass program; coordinates all aspects of assigned programs; develops and updates Call for Projects (CFP) materials, including applications, instructions, and fund estimates; receives, reviews, and organizes program applications; ensures that awards stay within funding limits; prepares program summaries for committees and the Board; sends award letters to and represents the Commission to program applicants.
- ❖ Identifies, plans, develops, and implements new and/or modified transportation programs that would promote and enhance the mission, goals, and objectives of the Commission; oversees and participates in the conduct of necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors program/project success using appropriate tracking and feedback systems.
- ❖ Directs, coordinates, and performs professional-level administrative and programmatic work in support of assigned programs and projects in such areas as legal and regulatory compliance, management, database management, contract administration, management analysis, and program evaluation.
- ❖ Directs, assigns, and monitors the work of assigned staff members; maintains a positive and productive work environment; evaluates work performance according to Commission standards; initiates appropriate corrective actions as necessary.
- ❖ Represents the Commission and serves as a liaison to employees, program applicants, public, and private organizations, community groups, and other organizations; provides information, literature, and assistance to the public regarding assigned transportation programs and projects; receives and responds to highly complex complaints and questions relating to assigned areas of responsibility; reviews problems and takes actions.
- ❖ Develops and administers assigned program and project budgets; monitors cash flow and expenditures; identifies and recommends resolutions for budgetary problems; reviews and processes invoices; updates budget summaries as needed.
- ❖ Monitors changes in laws, regulations and technology. Implements policy and procedural changes as required.

Qualifications

- ❖ Equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, project management, business administration, public administration, or a related field.
- ❖ Five (5) years of responsible administrative experience in the transportation field related to area of assignment. Experience managing programs and managing consulting contracts.
- ❖ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- ❖ Ability to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and place information. For outreach events, employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Compensation & Benefits

The annual salary range is \$80,975 to \$105,267 depending on qualifications and experience.

The Alameda County Transportation Commission offers a generous benefits package:

- Cafeteria Plan which employees can use to choose the following:
 - Health, Dental, and Vision Insurance; and
 - Life, AD&D, and Long-term and Short-Term Disability Insurance.
- Retirement Program in the California Public Employee Retirement System (CalPERS):
 - Classic Member (current member of CalPERS) - 2.5% at age 55 (employee contributes 3%)
 - New Member (under new PEPRAs laws) – 2% at age 62 (employee contributes 6.25%)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at 1 day per month.
- Holidays: 11 paid holidays, plus 2 floating holidays, per year.
- Other benefits, including transit subsidy, flexible spending accounts, tuition assistance, etc.



Important Application Information

To apply for this opportunity, please visit Koff & Associates' website at www.koffassociates.com to download an application. Please submit a cover letter, resume, and application by email to infokoff@koffassociates.com. As an alternative, you can mail the completed application materials to:

Koff & Associates
2835 7th Street
Berkeley, CA 94710

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Alameda County Transportation Commission is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

