



ALAMEDA COUNTY

TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

SENIOR TRANSPORTATION PLANNER

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 of the Deputy Director of Planning and Policy, plans, organizes, and participates in the more complex and difficult work of professional planners related to the development of transportation plans, studies, projects, and programs for the Commission and its member agencies; develops and completes technical assessments and written project analyses; provides professional advice and assistance to the public on transportation planning projects, studies, and programs; provides professional assistance to the Deputy Director of Planning and the public in areas of expertise; performs related work as required.



The Area

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, and extending to Livermore in the East and from Albany in the North to Fremont in the South. Alameda County encompasses 813 square miles of land and has a population in excess of 1.5 million people, making it the second most populated county in the Bay Area.



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 (ACCMA) 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:

- ❖ Possess deep knowledge about advanced principles, practices, and funding sources for transportation and land use planning programs, studies, and projects.
- ❖ Employ principles and practices of program and project management.
- ❖ Understand advanced principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- ❖ Understand theories and methods related to transportation planning, travel forecasting and capacity, environmental issues, and implementation strategies.
- ❖ Possess contract management skills and practices related to public agency practices.
- ❖ Effectively understand operational characteristics, services, and activities of a comprehensive transportation planning program. Understand recent developments, current literature, and sources of information related to transportation planning and environmental review.
- ❖ Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- ❖ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize his or her own work, set priorities, and meet critical time deadlines.
- ❖ Prepare complex plans, proposals, grant applications, and environmental review documents for planning projects.
- ❖ Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- ❖ 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, organizes, and participates in a wide range of complex transportation plans, programs, projects, and studies, including the Congestion Management Program, Countywide Travel Demand Model, Level of Service Monitoring Program, Land Use and Transportation Program, Guaranteed Ride Home Program, Transportation for Livable Communities Program, and Lifeline Transportation Program.
- Serves as project manager on transportation planning and development projects, which includes overseeing application and plan review, coordination with project applicants and agencies, background research, environmental review, preparation of public notices and staff reports, scheduling meetings and hearings, and monitoring project implementation to verify conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.
- Manages, reviews, and presents complex transportation planning studies; conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with Commission standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, recommends appropriate dispersals of allocated funds.

- Coordinates and facilitates meetings with task forces, working groups, and representatives of other agencies in order to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Performs funding/grant development and administration, including conducting grant research, writing proposals, and programming and administering awarded grant funds.
- Manages relationships between member agencies and State and Federal officials to effectively carry out the implementation and management of transportation plans, programs, and projects; ensures that procedures and information are delivered to the applicants as well as to the State and Federal regulators in a timely fashion.
- Conducts environmental reviews of all projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers major portions of the Countywide Transportation Plan.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations about the Association's transportation projects and programs.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.
- Perform other duties as assigned.

Qualifications

- Equivalent to graduation from an accredited four-year college or university with major coursework in regional or urban planning, transportation planning, civil engineering, business or public administration, or a related field.
- Five (5) years of progressively responsible experience in transportation and/or transit planning or professional experience in planning, zoning and related activities.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Compensation & Benefits

The annual salary range is \$93,906 to \$122,077, 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 PEPRA 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.