



ALAMEDA COUNTY TRANSPORTATION COMMISSION

INTERNSHIP POOL JOB ANNOUNCEMENT FOR EXPRESS LANE INTERN (2016-01)

Salary: \$20 – \$25 per Hour

The Area:

Alameda County is the geographic center of the San Francisco Bay Area and is located east of San Francisco. It extends to Livermore in the east, to Albany in the north and 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 after Santa Clara County.

The Organization:

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County. Governed by a 22-member Commission, the Alameda CTC manages the county's transportation sales taxes and serves as the county's congestion management agency. The agency delivers over \$100 million each year in transportation improvements that create jobs, enhance mobility and enrich communities.

The Position:

Alameda CTC is looking for a motivated individual to provide assistance in Express Lane Operation and Maintenance by assisting with day-to-day operations, incident management, maintenance monitoring, and analytic and technical transportation reporting of the I-680/I-580 Express Lanes. The new incumbent will coordinate with Agency staff in the Alameda CTC Express Lanes work unit and with partner agencies. The ideal candidate will have strong analytical, problem-solving, organizational and interpersonal skills; the ability to operate a computer using keyboard and mouse; communicate clearly and concisely, both orally and in writing; ability to manage multiple priorities simultaneously; ability to make timely decisions, interpret and communicate management directive; have experience using Microsoft Office products in a networked environment; a proven record of reliability and punctuality; and demonstrated excellent interpersonal skills, including the ability to communicate across various levels of management.

Minimum Qualifications:

EDUCATION: Equivalent to completion of the twelfth (12th) grade, supplemented by college-level coursework in transportation/urban planning, engineering, mathematics, computer systems, or related field.

EXPERIENCE: None required.

The Examination Process:

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 February 22, 2016. To apply, candidates must submit a fully completed and signed application and resume via email to recruitment@alamedactc.org or by mail to Alameda CTC, Attn: Recruitment, 1111 Broadway, Suite 800, Oakland, CA 94607.

An application can be obtained by contacting Alameda CTC at (510) 208-7400 or at: http://www.alamedactc.org/files/managed/Document/18059/ACTC_Application_Form_20160126.pdf.

Candidates with qualifications best meeting the needs of Alameda CTC will be invited to participate in an interview process. Alameda CTC will make the final decision regarding a candidate's eligibility. All applicants will be notified regarding further participation in the selection process. Travel costs are at the applicant's expense. Applicants considered for appointment will be required to undergo a post-job offer, pre-employment background investigation.

Employment Category and Availability:

This is an intern/temporary employee position reporting to the Deputy Director of Programming and Projects. No benefits other than those that are mandated by state and/or federal laws and regulations are offered.

Interns should be available to work between 24 to 40 hours per week, starting at 5 a.m., for a 24-week period of time not to exceed 1,000 hours in a fiscal year.

Alameda CTC is an Equal Opportunity/ADA Employer

Female, Minority, and Disabled Candidates are Encouraged to Apply

Additional information about Alameda CTC can be found on our website at www.alamedactc.org.