



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

ASSISTANT TRANSPORTATION  
ENGINEER (2016-04)

**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 March 31, 2016.**

Recruiting Services  
provided by  
Koff & Associates

## The Opportunity

Under general direction of the Deputy Director of Programming and Projects, supports the development and facilitates and oversees the delivery of Commission-programmed (local, state and federally funded) transportation projects through the design and construction phases; performs professional and technical duties for transportation engineering and planning programs; plans, analyzes, organizes, and coordinates engineering work, including long- and short-term project planning, programming and compliance, design construction and related areas; coordinates assigned projects and activities with other Commission staff, member jurisdictions, regional transportation agencies, and/or state agencies; provides complex staff assistance to Deputy Director of Programming and Projects; and 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, extends 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 knowledge of principles, practices, policies and procedures of transportation engineering of federal, state, regional, and locally generated transportation funds.
- Understand civil and transportation engineering principles, concepts, standards, and practices associated with Commission programs and projects.
- Understand engineering and project controls, cost control, and project reporting.
- ❖ Understand principles and practices of environmental impact assessment and related regulatory processes.
- Ability to apply Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Employ practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Understand principles of database management and systems development.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Employs record keeping principles and procedures.
- Effectively represent Commission in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Effectively communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Key Responsibilities**

- ❖ Performs professional engineering work related to transportation engineering projects, including providing analysis, and input into conceptual designs of engineering projects; investigates and resolves problems related to scope of work or cost issues; supports the assigned project manager in ensuring that projects are completed on time and within budget.
- ❖ Coordinates, and facilitates the development and administration of funding distribution, programming policies and procedures, grants guidelines, evaluation criteria, selection, monitoring and control processes; provides complex professional assistance to a project and/or the executive management team in areas of expertise.
- ❖ Develops and/or coordinates the development of grant applications, grant selection criteria, grant evaluations, and recommends grant awards; develops and reviews grant agreements and amendments; ensures grant recipients are in compliance with Commission policies, procedures, standards, requirements, and time and budget estimates; reviews and updates deliverables; analyzes and resolves problems that may arise.
- ❖ Administers project development contracts including approving contractor and consultant pay requests.
- ❖ Assists in the acquisition of land, easements, and rights of way.
- ❖ Recommends and assists management in the implementation of goals, objectives, policies and procedures.
- ❖ Coordinates and facilitates meetings with representatives of other agencies in order to discuss items of common interest, develops project study reports, and clarifies project specifications, financial details, and project schedules.
- ❖ Researches, collects, records, analyzes, interprets, and summarizes statistical information; prepares spreadsheets and establishes and maintains a database.
- ❖ Attends and participates on a variety of committees, professional groups, and task forces; stays abreast of new trends and innovations related to transportation engineering.
- ❖ Performs technical and policy related research on transportation engineering issues; researches,

analyzes, and prepares planning-level reports that identify needs and addresses concerns raised by stakeholders.

- ❖ Develops technical reports including the preparation of conclusions, recommendations, and forecasts for management, the Board, and member jurisdictions.
- ❖ Coordinates assigned engineering projects, programs, and activities with other Commission projects, programs, and activities as well as with member jurisdictions, external organizations, and the general public.
- ❖ Ensures that consultants are adhering to budgets and schedules on projects.
- ❖ Monitors opportunities at the state and federal level for additional funding for engineering studies and prepares grant applications accordingly.
- ❖ Examines potential policy changes by researching and consulting with experts to determine potential implications of policy changes that may affect Commission and member agencies.
- ❖ Prepares short-term and long range transportation engineering plans and studies.
- ❖ Maintains awareness of federal, state, and local regulations; analyzes federal, state, and local legislative proposals for impact on assigned programs, projects, and studies.
- ❖ Performs other duties as assigned.

## Qualifications

- ❖ Equivalent to graduation from an accredited four-year college or university with major coursework in civil, traffic, and/or transportation engineering or a related field.
- ❖ One (1) year experience in civil, traffic, and/or transportation engineering and related activities.
- ❖ Possession of, or ability to obtain, a valid California Driver's License by date of hire.



## Compensation & Benefits

The annual salary range is \$80,974 to 105,266, 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](http://www.koffassociates.com) to download an application. Please submit a cover letter, resume, and application by email to [infokoff@koffassociates.com](mailto:infokoff@koffassociates.com). As an alternative, you can mail the completed application materials:

Koff & Associates  
2835 7<sup>th</sup> 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.