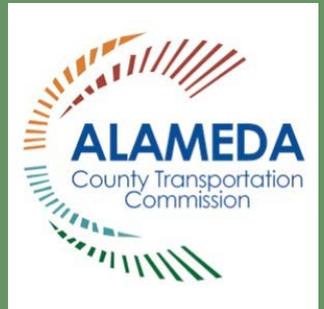


ALAMEDA COUNTY
TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

SENIOR TRANSPORTATION PLANNER
(Project Manager)



DEADLINE TO APPLY

**October 9, 2017 by
4:00 p.m.**

The Opportunity

As a valued team member of the Capital Projects Delivery Team and under the general direction of the Director of Project Delivery, serves as project manager leading the delivery on multi-jurisdictional projects and/or programs at various stages of the delivery process; manages and facilitates the development and/or administration of assigned projects; ensures that projects and programs meet all applicable laws, regulations, funding requirements, and Commission policies; provides complex staff assistance to management staff; 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, 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 of principles, concepts, standards and practices of project delivery for a variety of transportation projects including bicycle/pedestrian projects, transit, and highway.
- ❖ Understand principles and practices of project management and project controls, including financial analysis and forecasting, budget development and administration.
- ❖ Understand principles of database management and systems development.
- ❖ Employ practices of researching project risk issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- ❖ Understand techniques for effectively representing the Commission in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- ❖ Manage and monitor complex projects on-time and within budget.
- ❖ 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.
- ❖ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- ❖ Understand contract management practices in a public agency setting.

Key Responsibilities

- ❖ Serves as project manager on transportation projects implemented by Alameda CTC, which includes resource estimating; analysis, and input into conceptual designs of projects; investigating and resolving problems related to scope of work or cost issues; ensuring that projects are completed on time and within budget.
- ❖ 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, and recommends appropriate dispersals of allocated funds.
- ❖ Manages fund programming and project budgets for Federal, State, and local funds within the authority of the organization; assists local agencies in delivery of State and Federally funded projects; resolves project delivery issues between local agencies and funding agencies.
- ❖ Provide oversight of projects funded by Alameda CTC and implemented by other agencies; evaluate, prepare, and manage funding agreements with sponsor agencies
- ❖ Researches, collects, records, analyzes, interprets, and summarizes statistical 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 Commission's transportation engineering projects and programs.
- ❖ Manages relationships between member agencies and State and Federal officials to effectively carry out the implementation and management of transportation programs and projects.
- ❖ Attends and participates on a variety of committees, professional groups, and task forces; stays abreast of new trends and innovations related to transportation.

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.
- ❖ Five (5) years of progressively responsible experience in transportation related activities with emphasis in administering Federal, State, regional, and/or local transportation programs.
- ❖ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- ❖ Possession of related certifications or licenses desirable.

Compensation & Benefits

The annual salary range is \$96,253 to \$125,129, 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 PEPPA laws) - 2% at age 62 (employee contributes 6.25%, this amount is subject to change after FY 2018-19)
- 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 Alameda CTC's website at http://www.alamedactc.org/app_pages/view/11174 to download an application. Please submit a cover letter, resume, and application by email to recruitment@alamedactc.org. As an alternative, you can mail the completed application materials to:

Attn: Recruitment
Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

The deadline to apply is October 9, 2017 by 4:00 p.m.

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.