



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

ASSOCIATE PROGRAM ANALYST
(2017-09)

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 be on September 25, 2017.

The Opportunity

Under general supervision, the Associate Program Analyst provides complex program coordination, oversight, and administrative support in the development, implementation and administration of Alameda CTC's programs, including the Safe Routes to School program, Student Transit Pass program, Paratransit program, and Transportation Demand Management program. The Program Analyst will support day-to-day operations of Alameda CTC's programs; oversee, manage, and regularly coordinate with contractors; foster cooperative working relationships and act as liaison with various community, public, and regulatory agencies, including schools, school districts, transit agencies, and local jurisdictions; manage and facilitate meetings with stakeholders and committee members; analyze programmatic practices and procedures and make recommendations for operational, policy, and procedural improvements; oversee and conduct program evaluations; and develop, summarize, and maintain administrative and fiscal records. The position will also assist in developing grant and funding applications, including performing technical analysis and writing applications, managing necessary agreements, and administering funding from multiple sources.



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 (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA) to allow for better coordination of transportation planning and programming within the County, as well as to 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.
- ❖ Have experience with and/or knowledge of school-based transportation programs, transportation programs for seniors and people with disabilities, and transportation demand management programs.
- ❖ Have experience with contract management and program 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 business, 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, oversees, administers, and coordinates aspects of Alameda CTC's programs and planning efforts as directed. Primary programs are: Safe Routes to Schools program, Student Transit Pass program, Paratransit program, and Transportation Demand Management program.
- ❖ Develops goals, policies, procedures, and work standards for Alameda CTC's programs as directed.
- ❖ Conducts a variety of analytical and operational studies and analyses regarding the programs; develops and implements new or revised protocols, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
- ❖ Manages and directs the work of consultants and contractors to effectively implement the programs, including establishing priorities, milestones, and program monitoring processes to ensure the consultants/contractors are meeting established goals and objectives.
- ❖ Prepares and submits program summaries and reports for staff, committees, the Commission, and other audiences; prepares various other regulatory, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- ❖ Conducts a variety of analytical and operational studies and analyses regarding transportation programs and projects; develops, evaluates, and implements new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
- ❖ Participates on various committees and presents committee recommendations to the Commission; prepares committee agenda reports and

various other staff reports, project reports, and correspondence regarding assigned activities.

- ❖ Serves as a liaison to schools, school districts, local jurisdictions, public and private organizations, nonprofit and community groups, and other organizations; provides information and assistance to the public regarding Alameda CTC's programs as directed; receives and responds to complaints and questions relating to programs and other assigned areas of responsibility; reviews problems and takes actions.
- ❖ Develops and administers program budgets; monitors cash flow and expenditures; identifies and recommends resolutions for budgetary problems; reviews and processes invoices; updates budget summaries as needed.
- ❖ Develops and submits funding applications; and coordinates with other staff and agencies to report on program funding allocations.
- ❖ 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.
- ❖ Three (3) years of responsible administrative experience in the transportation field related to area of assignment.
- ❖ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Commission and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. 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 \$78,999 to \$102,699, 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%, 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

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The 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.