



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

ASSISTANT PROGRAM ANALYST

**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 direct supervision, provides routine to complex program coordination and administrative support to assigned transportation projects and programs; participates in analyzing programmatic practices and procedures and in making recommendations for operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships and acts as liaison with various community, public, and regulatory agencies; 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 (ACMA) 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 and practices of transportation program administration.
- ❖ Understand principles and techniques of program management, conducting analytical studies, evaluating alternatives, and making sound recommendations.
- ❖ Employ basic principles and practices of contract administration and evaluation; budget development and administration; and sound financial management policies and procedures, including funding sources and funds disbursement.
- ❖ Understand research and reporting methods, techniques, and procedures.
- ❖ Be familiar with sources of information related to a broad range of transportation programs, services, and administration.
- ❖ Possess knowledge of applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- ❖ Understand recordkeeping principals and procedures.
- ❖ Be able to coordinate programmatic administrative, budgeting and fiscal reporting activities.
- ❖ 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.
- ❖ Exercise independent judgment and personal initiative.
- ❖ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## Key Responsibilities

- Assists in developing goals, objectives, policies, procedures, and work standards for assigned transportation programs and projects.
- Participates in planning, overseeing, and administering department-specific programs and projects; coordinates all aspects of assigned programs; develops and updates Call for Projects (CFP) materials, including applications, instructions, and fund estimates; receives, reviews, and organizes program applications; ensures that awards stay within funding limits; prepares program summaries for committees and the Board; sends award letters and represents the Commission to program applicants.
- Prepares and submits Board reports and 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; participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
- Participates on various committees and may present committee recommendations to the Board of Commissioners; assists in the preparation of committee agenda reports and various other staff reports, project reports, and correspondence regarding assigned activities.
- Serves as a liaison to employees, program applicants, public and private organizations, community groups, and other organizations; provides information and assistance to the public regarding assigned transportation programs and projects; receives and responds to routine to complex questions relating to assigned area(s) of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and administration of assigned program and project budgets; monitors cash flow and expenditures; identifies and recommends resolutions for budgetary problems; reviews and processes invoices; updates budget summaries as needed.
- Coordinates and performs professional-level administrative and programmatic work in support of assigned transportation programs

and projects in such areas as legal and regulatory compliance, financial administration and reporting, fund management, database management, contract administration, management analysis, and program evaluation.

## 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 increasingly responsible technical or paraprofessional experience in an appropriate field related to area of assignment.
- ❖ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

## Compensation & Benefits

The annual salary range is \$63,257 to \$82,234, 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%)
- 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 to:

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.



