



ALAMEDA COUNTY

TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

ASSISTANT ADMINISTRATIVE  
ANALYST (Contracts Specialist)

– HR19-07

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 March 19, 2019.

## The Opportunity

Under the direction of the Director of Procurement and Information Technology or designee, the Analyst will plan, organize, lead and/or participate in complex, sensitive, and detailed analytical work in the areas of procurement, contract administration, contract equity, financial/fiscal, legislative and administrative policy, and/or compliance and outreach in accordance with legal requirements and agency standards and policies; analyze programmatic practices and procedures, and make recommendations for operational, policy, and procedural improvements; summarize, and maintain records; foster cooperative working relationships among agency departments and act as a liaison with various community, public, and regulatory entities; and perform 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 1.6 million, 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 and projects that 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:**

- Understand principles and practices of public administration as applied to procurement, contract administration, contract equity, financial/fiscal, legislative and administrative policy, and outreach.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Develop improvements in operations, procedures, policies, or methods.
- Coordinate and oversee programmatic administrative and fiscal reporting activities.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct research on a wide variety of program topics including vendors, products, contract feasibility, budget proposals, and funding alternatives.
- Effectively represent the Alameda CTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Provide a high level of customer service by dealing effectively with the public, vendors, consultants, agencies, and Alameda CTC staff.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively communicate in person and over the telephone, and prepare clear and concise written reports, correspondence, policies, procedures, and other materials.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

**Key Responsibilities**

- Assist with a variety of professional-level research, administrative, operational, financial, and analytical duties in support of projects, programs, and activities within assigned function(s); conduct studies, research projects, and analyze by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.
- Assist with the preparation of administrative, management, operational, staff, legal, regulatory, and financial reports including the preparation of conclusions, recommendations, and forecasts for management, the Commission, and external entities.
- Participate in the review and monitoring of assigned budget(s), including assisting with development of budgets, cost estimates and cost containment strategies; collect and analyze financial data; review and analyze funding requests and allocation changes to assigned budget(s); analyze variances and recommend corrective measures.
- Coordinate assigned projects, programs, and activities with other agency projects, programs, departments, boards, committees, and task forces as well as external organizations and agencies and the general public; represent department on committees and task forces to develop, schedule, implement, and monitor programs and projects that impact the agency; respond to and resolve inquiries/complaints.
- Assist with the development, organization and maintenance of assigned records and databases; ensure data integrity; research and recommend procedures related to systems and database maintenance; periodically review and purge files.

- Assist with preparation of solicitations, including requests for proposal and sole source requests to provide materials and services; assist with pre-proposal meetings; coordinate and participate in the evaluation of submittals; review terms and conditions of agreements; negotiate and execute contracts; prepare and submit Commission Agenda items for contract approval; and administer and manage contracts ensuring compliance with all requirements.
- Assist with developing, implementing, operating and maintaining outreach programs for local, small, women-owned and/or minority-owned businesses for participation in construction and professional service contracts; maintain the contract equity database; compile and analyze data on participation by firms, ethnic background of workers by craft, and financial participation by local and small businesses; prepare statistical reports.

## Qualifications

- Possession of a baccalaureate degree from an accredited four-year college or university;
- One (1) year of professional-level full-time experience performing administrative, operational, management, or financial analysis; and
- 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 Alameda CTC meeting and/or project sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in 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 weighing up to 25 pounds.



## Compensation & Benefits

The annual salary range is \$73,716 to \$95,831 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 (member of CalPERS prior to January 1, 2013) – 2.5% at age 55 (employee contributes 3%)
  - New Member (under new PEPRA laws) – 2% at age 62 (employee contributes 6.25%, this amount is subject to change at the beginning of the fiscal year per CalPERS calculations)
- 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, include transit subsidy, flexible spending accounts, tuition assistance, etc.

## Important Application Information

To apply for this opportunity, please visit Alameda CTC's website at:

<https://www.alamedactc.org/get-involved/careers-jobs/>. Please submit a cover letter, resume, and application by email to [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org). Alternatively, you can mail the completed application materials to:

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

### **Incomplete applications will not be considered.**

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 March 19, 2019.

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.