



**ALAMEDA COUNTY
TRANSPORTATION COMMISSION**

Director of Planning

HR19-14



DEADLINE TO APPLY

This recruitment will remain open until filled. Candidates are encouraged to apply early in the process for optimal consideration.

The first review of resumes will take place on March, 17, 2020.



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THE OPPORTUNITY

Under direction of the Deputy Executive Director of Planning and Policy, the Director of Planning will plan, organize, manage, and provide administrative direction and oversight to the Planning Department; plan, direct, and implement a comprehensive program for transportation planning, innovative programs, and the congestion management program to help lead the agency into the next generation of transportation projects and programs; work closely with partner agencies to advance multimodal plans and projects, involving multiple partner agencies; engage in major planning initiatives; coordinate activities with other departments and the public; foster cooperative working relationships among partner agencies, internal departments, and various public and private groups; provide highly responsible and complex professional assistance to the Executive Director; 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, 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. Alameda CTC 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 HAVE:

- Knowledge of Administrative principles and practices, including goal setting, program development, implementation and evaluation, and development and supervision of staff, either directly or through subordinate levels of supervision.
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation, and training of staff in work procedures.
- Understanding of organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, and supporting staff in professional development.
- Ability to plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Ability to conduct complex transportation planning and congestion management projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Ability to effectively build collaborative partnerships with partner agencies and stakeholders to advance plans and projects.
- Understanding of principles, practices, and techniques used in the conduct of a comprehensive transportation planning program, including project planning processes, land use and environmental review, funding requirements, and contract management.
- Strong analytical skills and ability to creatively develop strategies and alternatives, and evaluating consequences of proposed options.
- Ability to prepare and administer large and complex budgets, including experience with budget development and tracking; allocate limited resources in a cost-effective manner.
- Knowledge of contract management principles and practices in a public agency setting.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Assumes full management responsibility for all transportation and congestion management planning programs, projects, services, and activities, including multimodal planning and project development, transportation and land use research and analysis, assessment of travel projections, environmental impact analyses, and identification and implementation of funding options.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; working within Alameda CTC policy, establishes appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; develops forecasts of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves, expenditures.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; responds to staff questions and concerns.
- Contributes to the overall quality of departmental service by developing, reviewing, and implementing policies and procedures to meet

legal requirements and Alameda CTC needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of change.

- Directs Alameda CTC's planning function, including the long-range Countywide Transportation Plan and Congestion Management Program; major plans and multimodal corridor projects; supervises transportation and land use research and analyses.
 - Works closely with Alameda CTC staff and other governmental agencies on planning and policy issues to coordinate project sponsor activities with other affected agencies ensuring projects are delivered on schedule and within budget.
 - Works closely with other departments to ensure planning recommendations and policy considerations are integrated with funding and project development activities.
 - Supervises corridor studies in accordance with Alameda CTC policy, including the assessment of travel projections, land use and environmental impacts, and identification and implementation of funding options; develops comprehensive technical and professional reports including findings and recommendations.
 - Works closely with partner agencies and stakeholders on major regional or county-wide projects and programs, including representing Alameda CTC with regional partners, transit agencies, and local jurisdictions.
 - Develops consultant requests for proposal for professional services and advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Alameda CTC standards and specifications and time and budget estimates;
- analyzes and resolves complex problems that may arise; recommends and approves contract changes as required.
- Analyzes legislative developments affecting transportation and land use planning programs and projects; develops Alameda CTC position on pending legislation and government regulations.
 - Meets and confers with contractors, planners, engineers, developers, architects, a variety of outside agencies, and the general public to acquire information and coordinate program and project matters; provides information regarding Alameda CTC program and project requirements.
 - Serves as liaison for the department to other internal departments, elected officials, outside agencies, and the public; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding Alameda CTC programs, projects, and services; explains and interprets Alameda CTC programs, policies, and activities.
 - Maintains and directs the maintenance of working and official departmental files.
 - Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
 - Monitors changes in laws, regulations, and technology that may affect Alameda CTC or departmental operations; implements policy and procedural changes as required.
 - Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
 - Performs other duties as assigned.

QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in traffic, civil, or transportation engineering, transportation planning, or a closely related field
- Seven (7) years of progressively responsible experience in transportation planning, including project management and planning and programming.
- Three (3) years of supervisory experience.
- Possession of, or ability to obtain, a valid California Driver's License by time of hire.

COMPENSATION AND BENEFITS

The annual salary range is \$150,854 to \$196,110, 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 (EE contributes 3%)
 - New Member (under new PEPRAs laws) – 2% at age 62 (employee contributes 6.25%, subject to change by CalPERS at the beginning of each fiscal year)
- 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.



THE ORGANIZATION

To apply for this opportunity, please visit the Alameda CTC website at <https://www.alamedactc.org/get-involved/careers-jobs/> 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:

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. The first review of resumes will take place on March 17, 2020.

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.

