



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Associate Program Analyst (Program Coordinator)

HR20-02



DEADLINE TO APPLY FOR HR20-02

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 April 1, 2020.



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THE OPPORTUNITY

Under general supervision, the Associate Program Analyst provides complex program coordination, oversight, and administrative support in the development, implementation and administration of the Alameda CTC's Safe Routes to Schools program and other Alameda CTC programs as needed (e.g. Student Transit Pass program, Paratransit program, Transportation Demand Management). The Program Analyst will oversee the day to day operations of the program; 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, and local jurisdictions; 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 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 (ACCOMA) 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:

- Understand advanced principles and practices of transportation program development and administration.
- Have experience with and/or knowledge of Safe Routes to Schools Programs.
- Have experience with contract management and program administration.
- Be adept at collaboration and building strong partnerships with a wide variety of stakeholders.
- 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.
- Passionate about developing innovative, creative programs and collaborating with others to ensure successful implementation.
- Effectively represent the Commission 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 effectively dealing with the public, vendors, contractors, and Alameda CTC 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.

EXAMPLES OF TYPICAL RESPONSIBILITIES

- Plans, oversees, administers, and coordinates aspects of Alameda CTC's Safe Routes to Schools program and assists with other programs and planning efforts as directed.
- Develops goals, policies, procedures, and work standards for Alameda CTC's Safe Routes to Schools program and other programs as directed.
- Conducts a variety of analytical and operational studies and analyses regarding the program; 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 Safe Routes to School program, and other programs as directed, 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 Board, and other audiences; prepares various other regulatory, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Develops strong partnerships and fosters a collaborative working environment with partner agencies, stakeholders, and funders to ensure program success.
- Identifies new innovative programming and seeks creative ways to effectively implement the Safe Routes to Schools program.

- Participates on various committees and presents committee recommendations to the Board; 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, community groups, and other organizations; provides information and assistance to the public regarding Alameda CTC's Safe Routes to School program and other programs as directed; receives and responds to complaints and questions relating to program and other assigned areas of responsibility; reviews problems and takes actions.
- Develops and administers Alameda CTC's Safe Routes to School program budget, and other programs as directed; 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 professional-level 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 hire.



COMPENSATION AND BENEFITS

The annual salary range is \$81,369 to \$105,780, 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%, 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.

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. 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. The first review of resumes will take place on April 1, 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.

