



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

# Associate Administrative Analyst

(Contracts Analyst)

HR20-07



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 **November 16, 2020.**

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## 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;
- Work closely with Contracts, Projects and Planning teams to understand needs and prioritize and deliver work products to meet critical deadlines.
- Analyze and facilitate agency practices and procedures, and make recommendations for operational, policy, and procedural improvements;
- Develop, 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 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 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 IDEAL CANDIDATE WILL:

- Have an understanding of principles and practices of public administration as applied to procurement; contract administration; contract equity; financial/fiscal, legislative and administrative policy; and outreach.
- Be able to perform complex, sensitive, and detailed administrative and analytical work involving the use of independent judgment and personal initiative.
- Complete work efficiently, track and prioritize multiple priorities, and meet deadlines.
- Pay attention to detail and have the ability to manage processes in an organized way to ensure all legal and contractual requirements are met.
- Have a collaborative attitude with the ability to proactively problem-solve.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; synthesize ideas and factual information into clear and logical statements.
- Effectively represent the Alameda CTC with governmental agencies, community groups, and various businesses, professional and regulatory organizations, and with individuals.
- Provide a high level of customer service by dealing effectively and directly with the public, vendors, consultants, agencies, and Alameda CTC staff.
- Effectively communicate in person and over the telephone, and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Perform 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.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned projects, programs, and activities; research, implement, and administer policies, procedures, and changing business practices and processes.

Author administrative, management, operational, staff, legal, regulatory, and financial reports including the preparation of conclusions,

recommendations, and forecasts for management, the Commission, and external entities.

- Coordinate assigned projects, programs, and activities with other agency projects, programs, units, boards, committees, consultants, 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.
- Develop, organize, and direct the maintenance of assigned records systems and databases; ensure data integrity; establish and modify procedures, as directed, related to systems and database maintenance; periodically review and purge files per policy guidelines.

- Initiate solicitations, including requests for proposal and sole source requests to provide materials and services; facilitate pre-proposal meetings; coordinate and participate in the evaluation of submittals; draft and review terms and conditions of agreements; negotiate and execute contracts; prepare and submit Commission Agenda items for contract approval; administer and manage contracts ensuring compliance with all requirements.
- Implement and administer contract/labor compliance policies and programs, procedures and systems and review to determine their effectiveness; train and orient consultants and agency staff with the process/procedures of contract/labor compliance and assist consultants regarding all aspects of doing business with the agency.
- Develop, implement, operate and maintain outreach programs for local, small, women-owned and/or minority-owned businesses for participation in construction and professional services contracts; maintain a 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.

Serve as liaison to employees, public and private organizations, community groups, and other organizations; provide information and assistance to the public regarding assigned projects, programs, and activities; receive and respond to



inquiries relating to assigned areas of responsibility; review problems and recommend corrective actions as necessary to support the agency.

## QUALIFICATIONS

- Possession of a baccalaureate degree from an accredited four-year college or university with major coursework in business, public administration, finance, or a related field; and
- Three (3) years of professional-level full-time equivalent experience performing administrative, operational, management, or financial analysis.

## COMPENSATION AND BENEFITS

The annual salary range is \$83,810 to \$108,953 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 PEPRAs laws) – 2% at age 62 (employee contributes 6.75%, this amount is subject to change at the beginning of each 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, including transit subsidy, flexible spending accounts, tuition assistance, etc.

To apply for this opportunity, please visit the Alameda CTC website and download an application 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). 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 for optimal consideration. The first review of resumes will be on November 16, 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.



