



ALAMEDA COUNTY  
TRANSPORTATION COMMISSION

# Principal Transportation Planner

HR20-08



## 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 **December 1, 2020.**

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## THE OPPORTUNITY

Under the general direction of the Director of Planning or designee, the Principal Transportation Planner will:

- Provide highly complex multimodal transportation planning and policy support to the Director of Planning;
- Successfully manage multifaceted projects and deliver high quality results; and
- Plan, organize, oversee, coordinate and review the work of planning staff and consultants on long- and short-term transportation planning projects, analysis, and related areas.

Successful performance of the work requires an extensive professional transportation planning background as well as skill in overseeing staff, coordinating work with other Commission departments, and working with a wide range of public agencies and stakeholders.



## THE ORGANIZATION

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:

- Possess deep and broad knowledge of advanced principles, practices, and funding sources for multimodal transportation and land use planning, including multimodal corridor planning, travel forecasting, environmental issues related to transportation, and implementation strategies.
- Have experience managing large and complex projects and studies from initiation to completion including management of junior staff, large consultant teams, public engagement efforts, and advisory committees.
- Deliver high quality work products that include complete analysis, effective writing, logical conclusions, sound recommendations, and strong quality control.
- Establish, maintain, and foster positive and effective working relationships and thrive in a collaborative environment involving extensive work with partner agencies, stakeholders and the public to advance planning initiatives and develop policies and programs.
- Employ principles and practices of employee supervision, including motivation, work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Track recent and on-going developments, current literature, and sources of information related to the transportation field in general, transportation in the Bay Area, other relevant transportation agencies, and Alameda CTC.
- Understand contract management, contract procurement, and budgeting practices used in public agency settings.
- Effectively communicate in person, over the telephone, and in writing to a broad range of audiences including staff at Alameda CTC, staff at other agencies, elected officials, and members of the public.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Plan, manage, and oversee the daily operations and activities of transportation planning staff responsible for a wide range of complex transportation plans, programs, projects, and studies.
- Serve as project manager on multiple transportation planning and development projects simultaneously, including creating tasks and schedules and driving the projects forward on schedule and within allocated budgets, while balancing multiple priorities.
- Strategically develop and lead major planning efforts, under the direction of the Director of Planning, including guiding the development of key work products, engaging partner agencies, stakeholders and the public, and developing planning and policy recommendations to present to policy makers.
- Manage, develop, review, and present complex transportation planning studies; conduct site and policy background research; prepare staff reports, correspondence, memoranda, policy and procedure documents, and presentation to management or governing bodies; read, interpret, analyze, and explain a wide variety of technical documents, studies, and practices.
- Represent the agency on regional and local planning efforts, including ongoing working groups and technical advisory committees.

- Develop and implement procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; recommend improvements to the Director of Planning.
- Participate in the development, administration and reporting of assigned budgets to advance the Planning team's work program.
- Oversee work program of staff, and train, motivate, and evaluate assigned personnel.
- Oversee the development of consultant requests for proposals and qualifications for professional services; evaluate proposals and recommend project award; develop and review contract terms; ensure contractor compliance with contract terms.
- Prepare budgets, track project expenditures and recommend appropriate dispersals of allocated funds.
- Coordinate and facilitate meetings with task forces, working groups, and other agencies in order to discuss items of common interest.
- Develop project study reports, and clarify project specifications, financial details, and project schedules.
- Perform funding/grant development and administration.
- Manage relationships between member agencies, regional agencies, and State and Federal agencies to effectively carry out the implementation and management of transportation plans, programs, and projects.
- Conduct environmental reviews of projects; evaluate impacts to transportation infrastructure and develop mitigations of those impacts.
- Compile information for a variety of studies and reports; research, analyze, and interpret transportation, social, economic, population, and land use data and trends; develop recommendations; prepare written reports; maintain comprehensive databases; develop,

implement, and administer major portions of the Countywide Transportation Plan.

- Provide highly complex staff assistance to the Director of Planning and the Deputy Director of Planning and Policy.
- Present information to the Commission and various councils, commissions, committees, and boards; perform a variety of public relations and outreach work related to assigned activities.



## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in regional or urban planning, transportation planning, civil engineering, business or public administration, or a related field; and
- Seven (7) years of increasingly responsible experience in transportation and/or transit planning or professional experience in planning, zoning and related activities.

## COMPENSATION AND BENEFITS

The annual salary range is \$118,421 to \$153,948 depending on qualifications and experience.

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 6.75%, 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 December 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.



