



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Associate Transportation Planner

HR21-01



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 **June 21, 2021.**

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THE OPPORTUNITY

Join a collaborative team of talented professionals who are passionate about improving mobility and access for Alameda County residents, businesses, and visitors. Under the general direction of the Director of Planning or designee, the Associate Transportation Planner will:

- Support development of multimodal transportation plans, studies, projects, and programs in Alameda County;
- Develop and complete technical assessments, quantitative analyses and written project analyses in support of making recommendations to the public, partner agencies, and the Commission;
- Support and facilitate stakeholder meetings and briefings with the Executive team;
- Produce reports, technical and quantitative analyses and memos, for diverse audiences including staff, the public and/or elected officials.
- Perform related work as required to advance the priorities of the Commission and Executive Director, including:
 - Safety
 - Job Creation
 - Equity and Mobility
 - Sustainable Transportation
 - Accountability



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. The County is also central to the region's passenger transportation and goods movement infrastructure; projects in the County have regional, state and local significance. Alameda County encompasses 813 square miles of land and has a diverse and dynamic population in excess of 1.6 million, making it the second most populated county in the Bay Area.



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 IDEAL CANDIDATE WILL:

- Have a passion for supporting transportation policy and planning decisions through innovations in analytical methods, policy analyses, and integrating new metrics related to equity, health, and the environment into plans and project development processes.
- Understand advanced techniques for travel demand forecasting, conducting analytical studies, evaluating transportation project alternatives, estimating multimodal performance metrics, and making sound recommendations.
- Effectively communicate technically-complex information in person, over the phone, in video conferences, and in writing; and effectively develop supporting materials to communicate and support efficient meetings.
- Possess strong deputy project management skills, including contract management and related public agency processes, and be able to effectively organize work, manage priorities, and meet critical time deadlines.
- Understand operational characteristics, services, and activities of a comprehensive transportation planning program; including recent developments, current literature, legislative developments, and new transportation technologies.
- Thrive in a fast-paced environment and be interested in new challenges.
- Establish, maintain, and foster positive and effective working relationships with peers, contractors, and staff within the department and the agency.



EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Supports and participates in a wide range of complex transportation plans, programs, projects, and studies; including supporting development and maintenance of the Countywide Travel Demand Model, conducting and reviewing complex multimodal project performance evaluations, supporting analytical tasks in multimodal corridor studies, and reviewing consultant work.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information, prepares spreadsheets, develops GIS maps, and reviews travel model inputs and outputs.
- Supports or manages transportation planning projects which includes overseeing project development, coordinating with partner agencies and other Alameda CTC departments, conducting background research and environmental reviews, preparing public notices and staff reports, scheduling meetings and hearings, and monitoring project implementation to ensure conformance with approved plans, requirements, conditions, and measures.
- Conducts site and policy background research to obtain information for supporting preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and presents a wide variety of technical documents, studies, and practices.
- Supports the development of requests for proposals and qualifications for professional service consultants; participates in proposal evaluations; supports contract compliance according to Alameda CTC standards and specifications including time and budget estimates; reviews and updates contract deliverables.
- Coordinates and facilitates meetings with task forces, working groups, and representatives of other agencies in order to discuss items of common interests, develops project study reports, and interprets project specifications, financial details, and project schedules.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; and supports implementation of the Countywide Transportation Plan.
- Supports preparation of staff reports, presentations, project information and statuses, and program financial information to various committees, community groups, and professional organizations about Alameda CTC's transportation projects and programs.
- Participates in a variety of committees and task forces; attends and participates in professional groups and committees; and stays abreast of new trends and innovations related to transportation planning.
- Performs other duties as assigned.

QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university. Major coursework in transportation, urban, or regional planning, transportation planning/traffic engineering is desirable, and a master's degree is desirable; and
- Three (3) years of increasingly responsible experience in Transportation Planning.

COMPENSATION AND BENEFITS

The annual salary range is \$88,053 to \$114,469 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 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. As an alternative, 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.

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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.



