



**ALAMEDA COUNTY  
TRANSPORTATION COMMISSION**

# **Associate Administrative Analyst (Procurement and Contracts Analyst)**

**HR21-06**

**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 **January 24, 2022.**

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## THE OPPORTUNITY

Under the direction of the Manager 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, compliance and outreach in accordance with applicable requirements and agency standards and policies;
- Work closely with project managers across various agency teams to understand needs and deliver work products to meet critical deadlines.
- Independently analyze and facilitate agency practices and procedures, and make recommendations for operational, policy, and procedural improvements;
- Regularly organize and maintain records in a complete and orderly manner, according to the agency's filing systems and protocol; 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

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 (ACCMMA) 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.

**Together, We Deliver Excellence.** Alameda CTC is invested in making a positive impact. Our staff values a nurturing environment with visionary thinking to deliver our mission. We embrace the diversity of our vibrant teams and actively collaborate toward our common goals. Staff at Alameda CTC advance inclusivity and trust through open, honest, and respectful communication. Our culture is built together, day by day, in every action we take.

**We Are, Who We Serve.** Alameda CTC is committed to serving the people of Alameda County. We aspire to be people-centric by celebrating those who bring their authentic selves to work and we support the needs of our very diverse communities. We strive to cultivate opportunities that address historical inequities by inviting and engaging multiple perspectives. We set the standard for diversity, equity, and inclusion and our leadership cultivates a workplace that empowers staff to reach their potential.



## THE IDEAL CANDIDATE WILL HAVE:

- An understanding of principles and practices of public administration as applied to procurement, contract administration, contract compliance, contract equity, finance, legislative and administrative policy, and outreach.
- The ability to perform complex, sensitive, and detailed administrative and analytical work involving the use of independent judgment and personal initiative.
- The capability to complete work independently and efficiently, track and prioritize multiple priorities, and meet deadlines.
- Attention to detail and the ability to manage processes in an organized way to ensure all legal and contractual requirements are met.
- A team-oriented, collaborative attitude with the ability to proactively problem-solve and recommend corrective actions.
- The aptitude to 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.
- Adeptness to effectively communicate in person, in writing, and over the telephone, and prepare clear and concise reports, agreements, procurement documents, correspondence, policies, procedures, and other written materials.
- A desire to provide high level customer service when dealing effectively and directly with the public, vendors, contractors, consultants, agencies, and Alameda CTC staff.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Independently coordinate and complete all steps in the established procurement and contracting process for professional services contracts within the pre-determined procurement schedule, including, but not limited to forecast upcoming contract opportunities, prepare and issue solicitations (e.g. RFP, RFQ, etc.), facilitate pre-proposal meetings, draft accurate contracts and amendments, perform full accuracy verifications including required forms, review of allowable costs and indirect cost rates, and ensure timely completion; be able to communicate and explain the process and related requirements to participating parties to successfully complete a procurement and contracting lifecycle.
- Regularly consolidate, organize and maintain all electronic and physical procurement and contract records, using existing filing system and protocols in compliance with applicable rules, regulations, policies and procedures, on an ongoing basis.
- Monitor contract activity to determine performance and compliance with contract and minimize potential contract issues; notify project or contract managers about potential contract issues on an ongoing basis.
- Identify and recommend improvements to procurement and contracting policies, procedures, and work standards; including: templates, document controls, contract compliance, and tools and processes for collecting and disseminating contract-related information to staff and consultants.



- Monitor Federal Disadvantaged Business Enterprise (DBE) Program and Alameda CTC Local Business Contract Equity (LBCE) Program compliance on an ongoing basis to ensure conformance with applicable rules and regulations, as well as contract performance against DBE and LBCE goals.
- Stay up-to-date on federal, state and local laws, rules, regulations, policies and procedures applicable to the responsibilities and assigned tasks of the position.
- Effectively represent the agency in a clear and concise manner and independently deliver quality work products.

## QUALIFICATIONS

- Equivalent to graduation from an accredited four (4) year college or university with major coursework in business or public administration, finance, or a related field.
- Three (3) years of professional-level full-time equivalent experience performing administrative, operational, management, or financial analysis.
- Three (3) years of experience working on purchasing, procurement, contract administration, contract monitoring and/or contract compliance preferred.
- All employees are required to provide proof of COVID-19 vaccination and booster shot. Employees with an approved exemption for medical or religious reasons will be subject to weekly COVID-19 testing.



## COMPENSATION AND BENEFITS

The annual salary range is \$86,324 to \$112,222 depending on qualifications and experience.

Alameda County Transportation Commission offers a generous benefits package including:

- 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 two (2) floating holidays, per year.
- Other benefits, including transit subsidy, flexible spending accounts, tuition assistance, etc.



## TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at:

<https://www.alamedactc.org/get-involved/careers-jobs/>

Complete application packets must include 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 to:

**Attn: Recruitment**

**Alameda CTC**

**1111 Broadway, Suite 800**

**Oakland, CA 94607**

**Incomplete applications will not be considered.**

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Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression, or medical condition including genetic characteristics. Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



