



## ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Director of Express Lane Operations

## HR22-03

### DEADLINE TO APPLY

The submission deadline for resumes is extended to **July 24, 2022**. However, this recruitment will remain open until filled.

Candidates are encouraged to apply early in the process for optimal consideration.



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## THE OPPORTUNITY

Under the direction of the Deputy Executive Director of Projects, the Director of Express Lane Operations will:

- Manage express lane and smart corridor operations on I-680 and I-580 within Alameda County for Alameda CTC ensuring that operations are running properly; work with the California Highway Patrol (CHP) to monitor traffic and citations; and work with consultants to maintain the systems at or above required performance levels.
- Plan, organize, manage, and provide oversight of assigned staff and consultants in the delivery of the express lane program;
- Oversee the implementation of the express lanes currently under development on I-680; ensure consultants and contractors complete project milestones within scope, schedule, and budget.
- Manage and coordinate activities with Alameda CTC staff, local agencies, and regional transportation and state agencies, including major interaction with the California Department of Transportation (Caltrans) District 4 staff;
- Spearhead and lead assigned programs by managing, coordinating, and facilitating the development and administration of funding distribution, policies and procedures, grant guidelines, program evaluation criteria, selection process, and monitoring and control processes;
- Provide complex assistance to the executive team in various areas of expertise; and
- Perform related work as required.

## 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 and the Alameda County Transportation Improvement Authority in order to allow for better coordination of transportation planning and programming within the County, as well as positioning Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.

The Sunol Smart Carpool Lane Joint Powers Authority, (Sunol JPA), is an independent joint powers authority, consisting of representatives from Alameda CTC and the Santa Clara Valley Transportation Authority, that oversees the implementation and operation of express lanes on a limited portion of I-680 within Alameda and Santa Clara counties.

**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 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:

- A broad depth of experience with managed lanes or similar projects with thorough knowledge of required tasks and deliverables associated with each project phase; specifically, knowledge of the process for systems design and integration, field testing, implementation, and project delivery issues; knowledge of the environmental process, design standards and practices, cost estimating, and construction management principles and practices.
- The capability to serve as the lead transportation programming engineer and administrator of high-occupancy toll (HOT)/express lanes to plan, manage, and oversee the daily operations and activities of the HOT/express lane programs.
- Expertise to analyze traffic flow and data, prepare staff reports and make recommendations to the Deputy Director of Projects on HOT/express lane fees and fee increases/decreases.
- Proficiency to standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of HOT/express lane operations and service delivery methods; identify opportunities for improvement and make recommendations to the Deputy Director of Projects; and implement approved changes.
- Knowledge of advanced principles and practices of civil engineering and/or system integration as applied to the design, cost estimating, budgeting, construction, installation, and inspection of a wide variety of traffic and congestion management systems, including express lane corridor design and operations.
- Experience with employee supervision, including work planning, assignments, performance evaluations, and training staff in work procedures.
- The ability to communicate high-level engineering concepts regarding transportation projects and issues, and effectively communicate, both orally and in writing, to elected officials and members of the public.
- The skills to prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.





## EXAMPLE OF ESSENTIAL RESPONSIBILITIES:

- Assume full management responsibility for the Alameda CTC and Sunol JPA express lane programs and daily activities of assigned area(s) in the Projects and Programming Department.
- Select, train, motivate, and direct assigned staff; plan, direct, and oversee day-to-day work of staff; evaluate and review work for acceptability and conformance with standards; work with staff on performance issues; respond to staff questions and concerns.
- Oversee the development of consultant requests for proposals and/or qualifications for professional services; evaluate proposals and recommend contract award; negotiate with selected consultants; develop and review contract terms and amendments; ensure contract compliance with Alameda CTC standards and specifications and time and budget estimates; review and amend contract scope and deliverables, as needed; analyze and resolve complex problems as they arise.
- Manage and direct consultants providing program/project management services, including development of delivery strategies, contract management activities, and review of deliverables.
- Manage, create and participate in the development and administration of Express Lanes Program budgets including project budgets for federal, state, regional and local funding; oversee the forecasting of project funding, staffing, equipment, materials, and supply needs; monitor and approve expenditures and make adjustments as necessary.
- Contribute to the overall quality of the assigned areas of responsibility by developing, reviewing, and implementing policies and procedures to meet legal requirements and express lane needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement and recommend to the Deputy Executive Director of Projects; direct the implementation of changes.
- Manage large, complex, and multi-disciplinary projects, programs, studies, and initiatives. Direct work of consultants, establish performance metrics, collect and analyze data, recommend and implement methods and procedures for meeting operating objectives, and maintain accountability for express lane project completion and program performance.
- Coordinate, facilitate, and represent Alameda CTC in local, state, and regional meetings; serve as a liaison with local agencies, elected officials, outside agencies, and the public in acquiring information, coordinating engineering matters, and providing information regarding Alameda CTC engineering requirements, projects, and programs.
- Provide highly complex staff assistance to the Deputy Executive Director of Projects; prepare, review, and present staff reports, various management and information updates, and report on special programs and projects as assigned.

- Monitor changes in laws, regulations, and technology that may affect the Alameda CTC and Sunol JPA express lane programs, projects, and activities.



## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil or transportation engineering or a related engineering field.
- Eight (8) years of increasingly responsible experience in civil, traffic, and/or transportation engineering and related activities with emphasis on administering federal, state, regional, and/or local transportation programs.
- Two (2) years of lead or supervisory experience.
- Possess and maintain a valid certificate or registration as a Professional Civil Engineer or Transportation Engineer in the State of California.
- All employees are required to provide proof of COVID-19 vaccination. 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 \$172,346 to \$224,051 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 PEPPA 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

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:

**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 submission deadline for applications has been extended to **July 24, 2022**.

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 or other 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.



