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 July 30, 2023.
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 in the Planning Department, the Associate Transportation Planner will:

- Help advance key policy areas for Alameda CTC such as long-range multimodal planning, integrating housing and transportation, equity, and zero emissions and adaptation planning;
- Support a multimodal vision for transportation in Alameda County through plans, studies, projects, and programs;
- Interact with diverse stakeholders and community members on a variety of planning efforts across the county;
- Conduct analysis and document findings related to planning topics, including equity, safety, transit ridership, traffic congestion, among others; and
- Support implementation of the agency’s first Race and Equity Action Plan, advance strategies from the 2020 Countywide Transportation Plan, and support the Congestion Management Program as needed.

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 diverse and dynamic population in excess of 1.6 million, making it the second most populated county in the Bay Area. Alameda County is home to a robust multimodal transportation network and a diversity of land uses and populations. The County is central to the region’s passenger transportation and goods movement infrastructure; projects in the County have regional, state and local significance.

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 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.

Equity. Alameda CTC recognizes inequities in marginalized communities and is committed to advancing racial, socio-economic, and environmental justice in order to maintain the diversity of our communities. Alameda CTC adopts and implements deliberate policies, systems, and actions to deliver transportation funding, projects and programs that result in more equitable opportunities and positive outcomes for marginalized communities.

THE IDEAL CANDIDATE WILL:

- Have a passion for supporting innovative transportation policy and planning through research, consultant task management, community engagement, policy analysis, and collaboration with partner agencies.
- Have experience and interest in helping public agencies plan for sustainability and equity through climate action plans, transit plans, and transit-oriented communities, to name a few.
- Develop plans and projects through inclusive engagement methods.
- Have a high degree of comfort with transportation data and analysis, such as spatial demographic data related to equity indicators, safety data, transit ridership, and traffic congestion data.
- Review technical consultant documents and glean key findings for briefing management, partner agencies, and the Commission.
- Effectively communicate complex information in person, over the phone, in video conferences, and in writing; and effectively develop supporting materials to communicate and support project and community 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.
- 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: development of policies, strategies, and project evaluations for the next Countywide Transportation Plan; coordination with regional and local planning efforts; contribution to the agency’s climate program; transit, goods movement, and multimodal corridor planning; supporting the Planning Department in activities related to the Congestion Management Program; and reviewing consultant work.

- Supports large planning projects or manages smaller efforts and/or tasks, which includes coordinating with partner agencies and other Alameda CTC departments, conducting background research, inclusively engaging with communities, preparing staff reports and PowerPoint slides, managing consultant tasks and facilitating meetings.

- Conducts site and policy background research and synthesizes findings for use in staff reports and presentations to management, partner agencies, advisory committees such as the Alameda County Technical Advisory Committee, and the Commission; reads, interprets, analyzes, and presents a wide variety of technical documents, studies, and practices.

- Tracks and participates in planning initiatives led by state and regional partner agencies including the Metropolitan Transportation Commission and Caltrans; reviews regional and state plans, such as Plan Bay Area and the state’s Climate Action Plan for Transportation Infrastructure, for relevancy to local planning among Alameda County jurisdictions and transit agencies.

- Supports the development of requests for proposals and qualifications for professional service consultants; participates in proposal evaluations; supports contract compliance in accordance to Alameda CTC standards and specifications including time and budget estimates; reviews and updates contract deliverables.

- Represents Alameda CTC on 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 or traffic engineering is desirable; master’s degree is desirable; and

- Three (3) years of increasingly responsible experience in Transportation Planning.

COMPENSATION AND BENEFITS

The annual salary range is $95,751 to $124,476 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):
  o Classic Member (member of CalPERS prior to January 1, 2013): 2.5% at age 55 (employee contributes 3%), or
  o New Member (under PEPRA laws): 2% at age 62 (employee contributes 7.75%, 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: Accrues at one (1) day per month.

• Holidays: 11 paid holidays, plus three (3) floating holidays, per year.

• Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, flexible hybrid work schedule, tuition assistance, etc.

TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download and application at https://www.alamedactc.org/get-involved/careers-jobs/

Complete application packets must include a cover letter, resume, and application and be sent by email to recruitment@alamedactc.org. Alternatively, 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.