



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Chief Deputy Executive Director



Unique Opportunity

This is an outstanding opportunity for a seasoned leader to plan, organize, manage, and provide administrative direction and oversight for all activities of the Planning and Policy, Projects and Programming, and Finance and Administration Departments; provides highly responsible and complex professional assistance to the Executive Director.

The Organization

The Alameda County Transportation Commission (Alameda CTC) is a joint powers agency established in June 2010 under the California Joint Exercise of Powers Act. The agency represents the County of Alameda, its 14 incorporated cities, the Bay Area Rapid Transit District, and the Alameda-Contra Costa Transit District. Alameda CTC administers transportation sales tax funds in alignment with voter-approved Measure B and Measure BB, and leads the implementation of both the County's Congestion Management Program and its Countywide Transportation Plan.

The agency is governed by a 22-member Commission comprised of five Alameda County Supervisors, two representatives from the City of Oakland, 13 representatives from each of the other incorporated cities in Alameda County, one representative from the Bay Area Rapid Transit District, and one representative from the Alameda-Contra Costa Transit District that has a strong history of working collaboratively in an effective and collegial manner.

Alameda CTC's mission is to plan, fund, and deliver a wide range of transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

Additionally, Alameda CTC coordinates transportation planning and programming efforts within the County, enabling local jurisdictions and transit agencies to better compete for regional, state, and federal funding, and currently has \$1.2 billion of transportation related capital projects under construction.

The agency's FY2025-26 total budget stands at approximately \$707.8 million, including \$414.8 million related to capital projects and an authorized workforce of 45 full-time equivalent employees, including three deputy executive directors.



Alameda CTC's core functions include:

- Managing direct project delivery and oversight of more than \$1.2 billion of major transportation related improvement projects of regional significance.
- Developing and operating express lanes and electronic tolling systems.
- Leading county-wide corridor planning efforts and implementing various programs, including Congestion Management, Transportation Fund for Clean Air, and State Transportation Improvement programs, along with federal surface transportation, congestion mitigation, and air quality programs.
- Administering countywide Safe Routes to Schools, Special Transportation for Seniors and Disabled, and Affordable Student Transit Pass programs.
- Managing the County's one-cent transportation sales tax used to plan, fund and deliver transportation programs and projects countywide, overseeing the Measure F Vehicle Registration Fee program, as well as preparing for future state and federal funding and any expanded sales tax initiatives.
- Leading countywide input for intergovernmental planning, policy, and funding collaborations with organizations such as the Metropolitan Transportation Commission, Bay Area Air District, California Transportation Commission, and Caltrans.

As a leader within the California Self-Help Counties Coalition, Alameda CTC plays a pivotal role in shaping transportation solutions for the State.

Chief Deputy Key Qualifications:

- Prior executive management experience in private and/or public sectors
- Experience leading organizations or departments through major changes and culture shifts
- Project delivery experience
- Transportation programming and budgetary experience
- Community and stakeholder engagement background
- Experience managing and developing large staff
- Experience working with engineering and planning consultant firms
- Experience working with partner transportation and regulatory agencies
- Knowledge of, and credibility with, key Bay Area transportation decision-makers

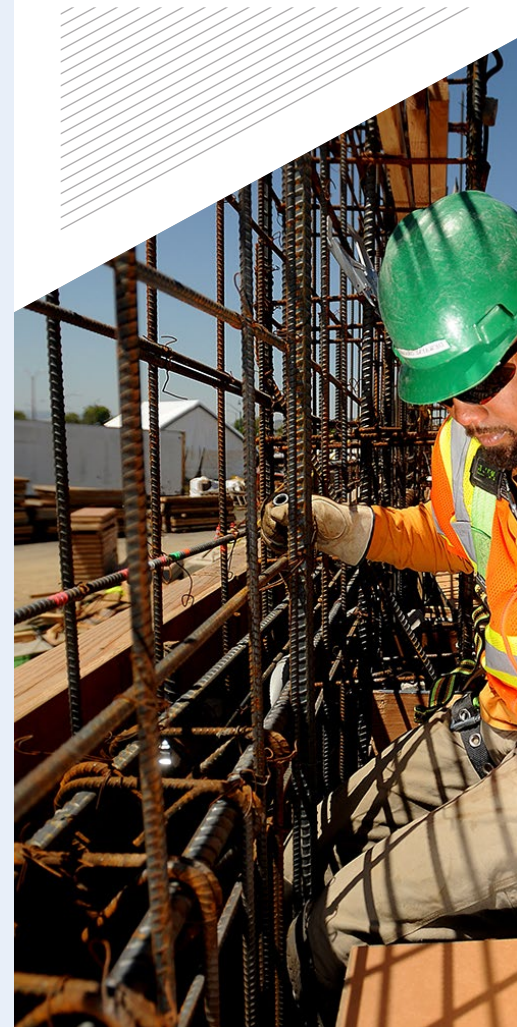


Alameda County

Alameda County, located in the vibrant East Bay, is a dynamic hub of economic, academic, and multicultural communities. The County boasts a diverse landscape, featuring everything from bustling office centers and urban marinas to expansive open spaces, hillside lakes, and scenic streams. As California's seventh most populous county and the Bay Area's second most populated after Santa Clara, Alameda County offers a unique blend of urban and natural environments and Oakland is celebrated as one of the most ethnically diverse cities in the United States.

Transportation is essential to life in Alameda County. Home to the Port of Oakland, one of North America's five largest container ports and among the top 20 worldwide, Alameda is a key player in global trade. The County is intersected by six interstate highways and nine state routes, supporting a population that makes up 20% of the Bay Area yet experiences nearly 40% of its freeway congestion.

Western Alameda County and parts of west Contra Costa County are served by AC Transit, which provides extensive local bus service, including routes across three major bridges to connect with downtown San Francisco, San Mateo, and Palo Alto. BART connects the San Francisco Peninsula with communities in the East Bay and South Bay, providing service to residents in five Bay Area counties – Alameda, Contra Costa, San Francisco, San Mateo, and Santa Clara counties with 131 miles of track and 50 stations. The County also hosts numerous other mass transit providers, with each city offering para-transit services, and a dedicated consortium of AC Transit and BART ensuring accessibility for all.



The Position

The Chief Deputy Executive Director assists the Executive Director of Alameda CTC in the leadership of the day-to-day activities of the agency, responsible for upholding all relevant local, regional, state, and federal codes, ordinances, and regulations. This role oversees all financial operations and ensures the efficient and effective performance of the Commission's activities. Reporting to and coordinating with the Executive Director, the Chief Deputy Executive Director serves as the chief operating officer overseeing Alameda CTC staff.

Under the policy direction of the Executive Director, the Chief Deputy Executive Director is responsible for planning, organizing, and providing administrative oversight for all Alameda CTC functions and operations. This includes offering policy guidance, evaluating programs, and fostering cooperative relationships with regional, state, and local agencies, as well as with a range of public and private organizations.

Essential responsibilities, with general guidance and direction from the Executive Director, include:

- Develop and implement goals, objectives, policies, procedures, and work standards for Alameda CTC.
- Plan, organize, manage, and administer all Alameda CTC functions, including administration, engineering, environmental programs, transportation, monitoring, construction services, and congestion management.
- Represent Alameda CTC in interactions with government agencies, community groups, and business, professional, educational, regulatory, and legislative organizations.
- Provide direction and oversight to agency functions under the Deputy Executive Directors of Projects, Finance and Administration, and Planning and Policy.
- Direct the development and administration of the agency's staffing levels and annual budget, including project budgets for federal, state, regional and local funding; directs the monitoring of, and approves, expenditures and make adjustments as necessary to the agency requirements.
- Lead, select, train, motivate, and direct assigned staff; evaluate and review work for acceptability and conformance with standards; work with staff on performance issues; respond to staff questions and concerns.
- Contribute to the overall quality of the agency by developing, reviewing, and implementing policies and procedures to meet legal requirements and Alameda CTC's needs; continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assessing and monitoring distribution of work, support systems, and internal reporting relationships; identifying opportunities for improvement and recommend to the Executive Director; directing the implementation of changes.
- 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; attend meetings in various locations; provide staff support to Commission, committees, and task forces; participate in community events and workshops that provide public information regarding Alameda CTC programs, projects, and services; explain and interpret Alameda CTC programs, policies, and activities.
- Work closely with Alameda CTC staff and other governmental agencies on planning and policy issues to coordinate project sponsor activities with other affected agencies ensuring projects are delivered on schedule and within budget.
- Monitor changes in laws, regulations, and technology that may affect Alameda CTC and assigned programs, projects, and activities; implement policy and procedural changes as required.
- Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.

Ideal Candidate

Alameda CTC seeks an experienced Chief Deputy Executive Director who can navigate a highly political environment with integrity and impartiality, ensuring all voices within the Commission are heard. The ideal candidate will have a robust background in transportation planning, programming, project delivery, and project controls, with a thorough understanding of California's regulatory landscape.

Key Attributes and Expertise:

- **Transportation Expertise:** In-depth knowledge of project delivery, transportation programs and mobility management, including intersections with air quality, environmental sustainability, housing, and economic development.
- **Innovative Leadership:** Able to challenge assumptions and seize opportunities for innovation within the sector, encouraging forward-thinking and creative problem-solving.
- **People-Centered Management:** Demonstrates a commitment to staff development, acting as a mentor and fostering a positive, inclusive culture that values and elevates team members.
- **Principled and Ethical:** Highly principled, ethical, and trustworthy, setting a strong example through words and actions, and committed to making a meaningful difference in the community.
- **Catalyst for Change:** Embraces an entrepreneurial spirit, supporting new ideas and adapting to change while fostering an environment where staff are empowered to excel.
- **Fiscal Responsibility:** Skilled in managing large budgets and diverse funding sources, with experience in overseeing grants, budgets, and state and federal funds.
- **Stakeholder Engagement:** Utilizing people-centric philosophy, build strong, collaborative partnerships with agencies, stakeholders, and community organizations to achieve shared goals.
- **Commitment to Equity:** Promotes accessible, inclusive project outcomes that benefit the diverse communities of Alameda County.
- **Sustainability-Focused:** Advocates for sustainable practices, balancing development with environmental resilience.

Personal Qualities:

- **Strategic Visionary:** Demonstrates long-term, strategic thinking, prioritizing essential projects and effectively guiding them to completion.
- **Inspirational Leader:** Motivates and inspires both the team and Commission, fostering growth and productivity while championing Alameda CTC's mission.
- **Resilient and Adaptable:** Maintains steady leadership during crises and is quick to adapt, recognizing potential challenges and taking proactive steps.
- **Effective Communicator:** Articulate and charismatic, capable of engaging diverse audiences and conveying complex concepts clearly.
- **Humble and Accountable:** Admits mistakes when necessary, takes responsibility for outcomes, and learns from experiences to continuously improve.

This role offers a unique opportunity to lead all functional programs within Alameda CTC in addressing the evolving transportation needs of Alameda County, balancing the region's diverse demands with a forward-thinking approach that supports community, sustainability, and innovation.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. The equivalent of graduation from a four-year college or university, with major coursework in civil or transportation engineering, transportation planning, public or business administration, public policy, finance or a related field; and
2. Ten years of executive/senior level management or administrative experience in the private sector and/or municipal or public agency setting.

AND

Five years or more of executive level transportation management experience in at least two of the following areas is desired: transportation planning, programming, project delivery, or finance. This person should also have extensive experience in federal, state, regional and local legislative processes, with demonstrated results in influencing staff decisions.



Compensation and Benefits

The annual salary range is **\$258,352 - \$335,857** which is supplemented by a comprehensive benefits program 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.
- 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 3 floating holidays, per year.
- 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 7.75%, this amount is subject to change at the beginning of each fiscal year per CalPERS calculations)
- Other benefits, including transit subsidy, tuition assistance, etc.

Application Process

This position is open until filled. To be considered for this exceptional career opportunity, submit an application along with your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early phases of the process) by the first review date of **August 1, 2025**. Résumé should reflect years and months of employment, beginning/ending dates, as well as the size of budgets and organizations you have served.

To be considered, please electronically submit your materials to: <https://koffassociates.com/chief-deputy-executive-director/>

For additional information, please contact:

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Website: <https://koffassociates.com/>



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Selection Process

Application packages will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with Alameda CTC. An appointment to the position will be made following comprehensive reference and background checks to be coordinated with the successful candidate.

