



## ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Principal Program Analyst Communications

**HR26-03**

## DEADLINE TO APPLY

This recruitment will remain open until filled. This recruitment is running concurrently with HR26-04 and may be used to fill one position at either classification, depending on the qualifications and experience of the selected candidate.

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

**The first review of resumes will take place on  
February 22, 2026**

THIS PAGE IS INTENTIONALLY LEFT BLANK

## THE OPPORTUNITY

Under the supervision of the Assistant Director of Communications and Government Affairs, the Principal Program Analyst – Communications will:

- Independently lead audience-centered communications, outreach, and engagement for diverse audiences across complex and highly visible transportation planning and capital projects, supporting planning, project delivery and construction efforts;
- Support the planning and projects teams in developing and implementing outreach and engagement plans to support planning initiatives, programs, and various stages of project development for capital projects;
- Communicate effectively with the public, stakeholders, and partner agencies about agency activities, with a focus on transportation plans and projects, including all stages of project development and construction of capital projects;
- Lead ongoing project communications with the public, stakeholders and partner agencies for projects in the construction phase, including schedules, impacts, and engagement opportunities, serving as key point of contact and Public Information Officer for specific capital projects in the construction phase;
- Oversee and coordinate the development of communications materials, including fact sheets, web content, presentations, public notices, and other outreach materials that translate technical information into accessible content;
- Guide digital and social media communications efforts, ensuring consistent, timely, and coordinated messaging across projects; and
- Contribute to and support Communications Team administrative responsibilities, including maintaining digital archives, coordinating vendor activities, and managing invoicing and records maintenance processes.

## THE ORGANIZATION

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 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 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 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 821 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:

- Be flexible, highly detail-oriented, and able to independently manage time and priorities across multiple complex projects, exercise sound judgment under tight deadlines, and respond effectively as conditions and priorities shift;
- Have advanced writing and editing skills, with the ability to translate technical concepts into clear, accessible and customer-service oriented content for diverse audiences;
- Be able to successfully develop and deliver effective communications plans using strong project management skills, including experience effectively managing budgets, schedules, and diverse staff and consultant teams;
- Have experience in communications for transportation plans and projects, including complex construction projects;
- Bring strong skills for collaboration and building partnerships;
- Have demonstrated experience independently convening and facilitating collaborative discussions with technical teams and partners to develop clear, coordinated communications strategies and messaging;
- Value inclusive engagement and have experience reaching communities that face systemic barriers to information and engagement;
- Demonstrated expertise using digital tools to communicate with the public, including websites, email, and social media;
- Thrive in a fast-paced environment and bring a positive, team-oriented approach to getting work done; and
- Have a passion for public service and community engagement and experience working directly in communities.

## EXAMPLES OF ESSENTIAL RESPONSIBILITIES

- Lead communications and engagement for complex and highly visible construction projects, with accountability for project-level communications outcomes and close coordination with project management, construction staff, consultants, and partner agencies.
- Serve as a primary point of contact for project-related inquiries and provide timely, accurate, and helpful responses to community members, stakeholders, and elected officials.
- Use judgment to tailor content and messaging for diverse audiences, translate complex construction and engineering information into accessible materials that center the reader, including fact sheets, web updates, social media content, presentations, and public notices.
- Plan and lead outreach activities such as community meetings, briefings, presentations, site tours, and milestone events (e.g., groundbreaking and ribbon cutting events).
- Support or take a lead role in community engagement efforts for a variety of agency activities.
- Coordinate messaging and outreach with high degree of independence to support construction phasing and engagement opportunities while monitoring local news, trends and community activities.
- Develop or review outreach and engagement plans for various planning efforts, programs and capital projects.
- Draft, edit, and review news releases, articles, correspondence, talking points and other public-facing communications including coordinating with project teams to highlight key achievements and upcoming activities.
- Manage agency's public outreach activities, including consultant liaison responsibilities for community events, management of outreach materials and giveaways, and post-event after-action tasks.
- Provide editorial support and technical guidance to other agency staff.
- Contribute to the Communications team's administrative responsibilities (e.g., maintain digital archives, manage invoices, etc.)

## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in communications, public relations, journalism, business administration, public administration, or a related field.
- Minimum seven (7) years of responsible professional-level experience in communications, public affairs, government, or other related sector.
- Communications experience in construction, transportation, or government entity desirable but not required.
- Multi-lingual skills desirable but not required.

## COMPENSATION AND BENEFITS

**The annual salary range is \$150,068 to \$195,087 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 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: Accrued 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, tuition assistance, etc.

## TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at: [www.alamedactc.org/get-involved/careers-jobs/](http://www.alamedactc.org/get-involved/careers-jobs/)

**Complete application packets must include a cover letter, resume, and application. In addition, please include a writing sample from your professional work of at least 750 words that demonstrates your ability to communicate a technical matter clearly and accessibly to a public audience.**

Application packets may be sent by email to: [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org). Alternatively, you can mail a completed application packet to:

**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 first review of application packets will take place on **February 22, 2026**.



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.



