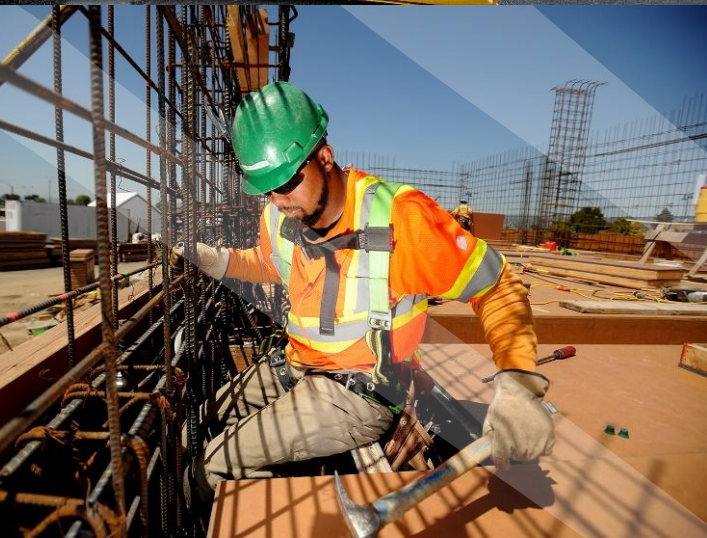




**ALAMEDA COUNTY
TRANSPORTATION COMMISSION**

Deputy Executive Director of Administration

DEADLINE TO APPLY

October 23, 2026 at 5pm

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

THE OPPORTUNITY

As a key member of the executive leadership team, the Deputy Executive Director (DED) of Administration will provide strategic leadership and oversight of human resources, procurement and contract administration, information technology, Commission Clerk responsibilities, facilities, and administrative services to ensure efficient, accountable operations supporting Alameda CTC's multi-billion-dollar transportation programs and projects. Reporting to the Executive Director and Chief Deputy Executive Director, the DED of Administration will be responsible for the following:

- **Human Resources:** Oversee recruitment, employee benefits, classification and compensation, performance management, employee relations, and workforce development.
- **CalPERS Administration:** Work closely with CFO to oversee employee retirement benefits administration, enrollment, and coordination with CalPERS.
- **Procurement and Contract Administration:** Lead procurement policy, solicitation, consultant selection, contract administration, and improvements to procurement process efficiency and consistency.
- **Information Technology:** Oversee maintenance of IT systems, cybersecurity protection, and technology modernization and support.
- **Administrative Operations:** Direct office management, facilities, records management, and administrative support services.
- **Organizational and Staff Development:** Lead organizational improvements, workforce and succession planning, staff mentoring, leadership development, and performance accountability.
- **Governance, Policies, and Risk Management:** Oversee insurance, risk management, bylaws, Administrative Code, and regulatory compliance in coordination with legal counsel. Update policies and procedures to reflect current practices, streamline operations, and improve efficiency.
- **Executive and Commission Support:** Support executive leadership, the Commission, agency governance, and implementation of agencywide administrative initiatives.

THE ORGANIZATION

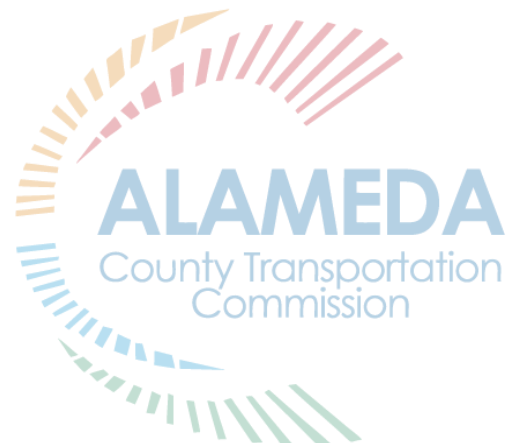
The Alameda County Transportation Commission is a joint powers authority governed by a 22-member Commission that plans, funds and delivers transportation programs and projects that expand access and improve mobility in Alameda County. The Alameda CTC was created by the merger of the Alameda County Congestion 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. For more information, please see www.alamedactc.org.

Organization and Mission

The Alameda CTC's mission is to plan, fund, and deliver transportation programs and projects that expand access and improve mobility, helping create a more vibrant and livable Alameda County by:

- Leading countywide transportation planning efforts and developing long-range plans to guide future investments.
- Managing and distributing local, regional, state, and federal transportation dollars, including those from voter-approved Measure B, Measure BB and the Vehicle Registration Fee to fund projects, programs and planning that advances transportation.
- Overseeing and implementing the delivery of transportation capital projects and community programs throughout Alameda County.

Continued on next page.



The Alameda CTC's 22-member Commission consists of all 5 members of the Alameda County Board of Supervisors, 2 members from the City of Oakland, 1 member from each of the other 13 cities in Alameda County, and 1 elected representative each from AC Transit and BART. The core functions of the agency include:

- Managing direct project delivery and oversight of more than \$1 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.

The Alameda CTC manages a multi-billion-dollar transportation program and is responsible for planning, funding, and delivering programs/projects through a collaborative approach that leverages the expertise of internal staff, consultants, and partner agencies. Programs/projects are funded through a combination of federal, state, regional, and local funding sources, requiring strong financial stewardship, strategic planning, and effective interagency coordination. Under the direction of the Commission, the leadership team consists of the Executive Director, the Chief Deputy Executive Director, and three Deputy Executive Directors with a fourth Deputy Executive Director position being added pending Commission approval in December.

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.

Candidate qualifications, responsibilities, compensation and benefits, and application details continued on the following pages.

THE IDEAL CANDIDATE WILL

The ideal candidate is a seasoned professional bringing a new, open minded perspective and ability to multi-task for implementing improvements. The ideal candidate will have:

- **Expertise:** A comprehensive understanding of procurement, contracting, human resources, information technology, administrative services and department budgeting inclusive of how these functions support and enable organizational goals and objectives. Knowledge of best practices.
- **Transformative Impact:** Experience in process improvement, organizational development, and customer service for supporting program implementation. Resilience concurrent with being nimble for adapting quickly and being proactive.
- **Innovative Leadership:** Strategic, thoughtful, visionary, inspirational, creative, innovative and open-minded orientation to implementing efficiencies, improvements, and contemporary practices that support the goals of the agency, and the internal and external partners delivering programs.
- **An eye toward the goal:** Drive to be goal oriented, action oriented, and an agent for outcome-oriented change. Always learning and adapting while seeking input and feedback to develop solutions.
- **People-Centered Management:** Ability to inspire, mentor, and develop staff; build high-performing teams and succession plans; drive organizational improvements and change; and foster a collaborative, accountable culture. Strong interpersonal and communication skills, political acumen, and emotional intelligence.
- **Stakeholder Engagement:** Actively collaborate with others, be a supportive member of the team, embrace input, and be communicative. Skills and commitment to engage and promote personal and staff professional development through teaching, learning, tools, and resources. Join with and learn from partners, other agencies, and experts.
- **Principles and Ethics:** Humility, accountability, trust, honesty, integrity and transparency to maintain strong partnerships, sustain fiscal accountability, assure compliance with regulations, build professional relationships, and represent Alameda CTC.
- **Commitment to Equity and Sustainability:** Promote accessible and inclusive project outcomes that benefit diverse communities, and balance development with environmental resilience.

EXPERIENCE/EDUCATION REQUIREMENTS

The Deputy Executive Director of Administration is an “at-will” position reporting to the Executive Director and Chief Deputy Executive Director.

- The selected candidate will ideally possess a minimum of 10 years of progressively responsible experience in finance, and/or information technology, including at least five years in an executive or senior leadership role with responsibility for overseeing administration, contracts/procurement, and other management functions.
- Graduation from an accredited four-year college or university with a bachelor's degree in finance, accounting, business administration, public administration, or a closely related field is required. A master's degree is preferred.
- Experience in the transportation and/or public sector is highly desirable. The ideal candidate will have established credibility and strong working relationships with Bay Area transportation agencies, partner organizations, elected officials, funding agencies, and other key regional stakeholders. Familiarity with California transportation funding, programming, and governance is highly desirable.

COMPENSATION AND BENEFITS

The Alameda County Transportation Commission is prepared to offer a competitive salary in the range of \$278,216 to \$361,680 based on experience and qualifications. In addition, the Commission offers competitive and generous benefits including:

- Cafeteria Plan for Health, Dental, and Vision; Life and AD&D, and Long-term and Short-Term Disability insurance.
- 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 PEPRAs 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).
- Leave
 - Vacation: Starts at 10 days per year and increases based on years of service, negotiable at the Executive Director's discretion.
 - Sick: Accrued at one (1) day per month.
- Holidays: 11 paid holidays, plus three (3) floating holidays per year.
- Other benefits including flexible hybrid work schedule, transit subsidy, flexible spending accounts, 457 retirement plan, and tuition assistance.

TO APPLY

To apply for this opportunity, please see the details [here](#).

Complete submissions must include a cover letter and resume.

Please direct any questions to the executive recruiter: tony@peckhamandmckenney.com.

Schedule

These dates are confirmed. Please plan your calendar accordingly.

Filing Deadline:

October 23, 2026 @ 5pm

Selection/Notification of Candidates to Interview:

October 30, 2026

Initial Panel interview – In Person:

November 12, 2026

Second interview – In Person:

November 18, 2026

New Deputy Executive Director begins in new position pending Commission approval:

Late Dec 2026/Early Jan 2027



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.

