



ALAMEDA COUNTY

TRANSPORTATION COMMISSION

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

**PRINCIPAL TRANSPORTATION
PLANNER (Express Lanes Systems
Manager) – HR19-09**

DEADLINE TO APPLY

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. The first review of resumes will take place on May 20, 2019.

The Opportunity

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of express lanes staff, including long- and short-term project planning, programming and compliance, analysis, and related areas; coordinates assigned activities with other Commission departments and outside agencies; provides highly complex staff assistance to the Director of Express Lanes Implementation and Operations; works with and manages toll facilities and express lanes, and performs related work as required. Successful performance of the work requires an extensive professional transportation planning background as well as skill in coordinating work with that of other Commission departments and public agencies.



The Area

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, and 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 Organization

The 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. The Commission was created by the merger of the Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA) 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.



The Ideal Candidate Will:

- Possess deep knowledge of advanced principles, practices, and funding sources for transportation and managed lane programs, studies and projects.
- Be familiar with theories and methods related to transportation planning, travel forecasting and capacity, environmental issues, and implementation strategies.
- Understand advanced principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Employ principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Comprehend and manage advanced principles, practices, and funding sources for transportation and land use planning programs, studies, and projects.
- Track recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Understand contract management and budgeting practices used in public agency settings
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Key Responsibilities

- Serves as project manager for transportation projects related to express lane implementation and operations.
- Oversees the Express Lanes Operations Center consultants.
- Oversees the analysis of traffic flow, analyzes data, prepares staff reports, and makes recommendations to the Director of Express Lane Implementation and Operations on express lane tolls.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of express lane operations and revenue generating programs, service delivery methods, procedures, and marketing outreach programs and materials; identifies opportunities for improvement and makes recommendations to the Director of Express Lane Implementation and Operations; implements approved changes.
- Participates in the development and administration of express lane project and contract budgets.
- Participates in the selection of and trains, motivates, and evaluates assigned personnel.
- Serves as project manager for express lane implementation projects and transportation studies related to express lanes; conducts site and policy background research.
- Prepares staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices.

- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms; ensures contractor compliance with contract terms.
- Coordinates and facilitates meetings with task forces, working groups, and other agencies in order to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Conducts environmental reviews of projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.
- Attends and participates on a variety of committees, professional groups, and task forces; stays abreast of changes in regulations and technology that may affect express lane operations.
- Provides highly complex staff assistance to the Deputy Executive Director of Projects.
- Presents information to the Board of Commissioners and various councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.

Qualifications

- Equivalent to graduation from an accredited four-year college or university with major coursework in regional or urban planning, transportation planning, civil engineering, business, public administration, or a related field.
- Seven (7) years of increasingly responsible experience in transportation planning or professional experience in planning, tolling, and related activities.
- Possession of, or ability to obtain, a valid California Driver's License.
- Experience with toll facilities and managed lanes is desirable.



Compensation & Benefits

The annual salary range is \$114,972 to \$149,464, depending on qualifications and experience.

The 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 PEPRAs laws) – 2% at age 62 (employee contributes 6.25%, this amount is subject to change at the beginning of the 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.

Important Application Information

To apply for this opportunity, please visit Alameda CTC's website at:

<https://www.alamedactc.org/get-involved/careers-jobs/>. Please submit a cover letter, resume, and application 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.

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process. The first review of resumes will take place on May 20, 2019.

Alameda County Transportation Commission is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.