



## ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Deputy Executive Director of Projects

## HR25-02

### DEADLINE TO APPLY

This recruitment will remain open until filled.

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

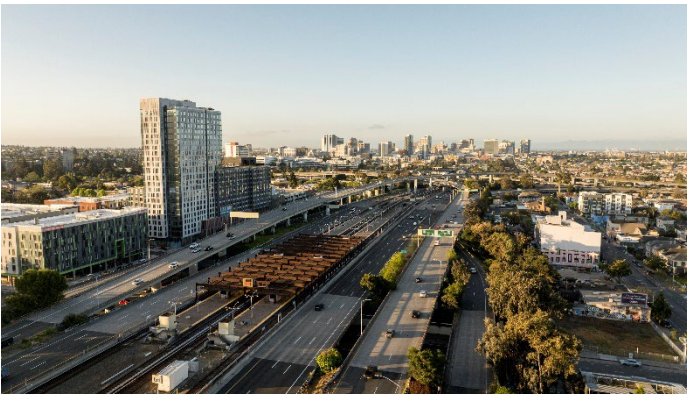
The first review of resumes will take place on November 3, 2025.



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## THE OPPORTUNITY

As an executive team member of the Alameda County Transportation Commission (Alameda CTC), under the direction of the Executive Director and the Chief Deputy Executive Director, this position leads and oversees all aspects of project delivery and programming for the agency; plans, organizes, manages, and provides administrative direction and oversight for all activities of the Projects, Programming and Express Lanes departments; plans, directs, and implements a comprehensive capital program for Measure B and Measure BB projects, including participating in the preparation of the Comprehensive Investment Plan; coordinates assigned activities with other agency departments, officials, intergovernmental and regulatory agencies and various public and private groups; provides professional assistance to the Executive Director and Chief Deputy Executive Director in areas of expertise; and performs related work as required.



## 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 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 IDEAL CANDIDATE WILL:

- Serve as the “Single Focal Point” of the Commission's project programming and delivery efforts, covering all phases of the project development process from preliminary engineering to construction administration and maintenance.
- Have experience overseeing and strategically guiding the development and delivery of a large capital program, including all phases of project development and delivery.
- Possess a thorough understanding of current transportation funding practices, procedures, and policies at the Federal, State, regional, and local levels.
- Have comprehensive experience working with and leading multi-disciplinary project teams, including professional consultants.
- Conduct complex transportation engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Effectively represent the department and the Commission in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Assumes full management responsibility for all aspects of programming and project delivery for engineering projects, services, and activities, including Measure B and Measure BB project planning and implementation, feasibility analysis, environmental studies, and contract management.

Directs the Commission's project development program, including controlling the schedule of environmental review, design, right-of-way acquisition, and construction of projects; conducts feasibility analyses; controls all project costs; maintains outside project funding; monitors plan review process to ensure design quality and reduce potential for

changes during construction; ensures project scope meets intent of the expenditure plan; and minimizes the Commission's liability during project construction.

- Works closely with Commission staff and other governmental agencies on engineering and policy issues to coordinate project sponsor activities with other affected agencies ensuring projects are delivered on schedule and within budget.
- Develops consultant requests for proposals for professional and/or construction services and advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with agency standards and



specifications and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

- Oversees close-out of agency projects, including auditing project charges, terminating outstanding agreements, and preparing appropriate paperwork and records regarding the project.
- Participates in the preparation of the Comprehensive Investment Plan; directs forecasts of project expenditures and project funding.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within agency policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops, reviews, and implements policies and procedures to meet legal requirements and agency needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships.
- Oversees transportation engineering research and analysis studies, including assessment of travel projections, land use and environmental impacts, and funding options; develops comprehensive technical and professional reports including findings and recommendations.
- Serves as liaison for the department to other agency departments, elected officials, outside agencies, and the public; attends meetings in various locations; provides staff support to agency, committees, and task forces; participates in community events and workshops that provide public information regarding agency programs, projects, and services; explains and interprets agency programs, policies, and activities.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director or Chief Deputy Executive Director.
- Monitors changes in laws, regulations, and technology that may affect agency or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.



## KNOWLEDGE AND ABILITIES

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Budget development, contract administration, agency-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programming, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and techniques used in the conduct of effective transportation engineering programs, including project planning processes, environmental review, funding requirements, and contract management.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Recent and on-going developments, current literature, and sources of information related to transportation engineering projects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the agency in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and agency staff.



## QUALIFICATIONS

- Possession of a baccalaureate degree from an accredited four-year college or university with major coursework in civil, traffic, or transportation engineering or a closely related field. Possession of a Master's degree in Engineering, Engineering Management, and/or Public Policy is strongly desired.
- Ten (10) years of progressively responsible managerial experience in transportation engineering, including project management, planning, programming, environmental, design, traffic, construction, and maintenance;
- Six (6) years of managerial/supervisory experience;
- Possess and maintain a professional license as a Civil Engineer in the State of California. Other desired certifications include Traffic Engineer and Structural Engineer.



## COMPENSATION AND BENEFITS

The annual salary range is \$245,902 to \$319,673 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 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)
- Vacation Leave: Starts at 10 days per year and increases based on years of service and is negotiable at the Executive Director's discretion.
- 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, flexible hybrid work schedule, tuition assistance, etc.

## TO APPLY

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

**Complete application packets must include a cover letter, resume, and application.**

Application packets may be sent by email to: [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org). As an alternative, you can mail a completed application packet 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 for optimal consideration. The first review of application packets will take place on **November 3, 2025**.

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.

