



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Director of Programming and Project Controls

HR26-05

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 February 13, 2026.

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THE OPPORTUNITY

Under the general direction of the Deputy Executive Director of Projects, the Director of Programming and Project Controls will plan, organize, manage, and provide administrative direction and oversight for all activities of the Programming and Project Controls Department; coordinate assigned projects, programs, and activities with other Alameda CTC staff, local agencies, regional transportation agencies, and state, and federal agencies; provides complex staff assistance to the Deputy Executive Director of Projects in areas of expertise; and perform 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 HAVE:

- Knowledge of administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff.
- Knowledge of principles and practices of funding transportation projects and programs and delivering a program including federal, state, regional, and local transportation funding guidelines and requirements.
- Ability to communicate high-level concepts regarding transportation programming and project controls issues, and effectively communicate, both orally and in writing, to elected officials, fellow staff, and members of the public.
- Knowledge of principles and practices of public administration and project/program management, including funding, budgeting, cost estimating, programming, contract management, project staff and consultant supervision, implementation, and evaluation.
- Knowledge of applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Ability to develop, plan, coordinate, and implement programming and project control activities suited to the needs of the community and Alameda CTC.
- Ability to manage large, complex, and multi-disciplinary projects, programs, studies, and initiatives.
- Ability to conduct complex programming and project control studies, investigations, and analyses, evaluate alternatives, make strategic and sound recommendations, and prepare effective technical reports and oral presentations.

EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Leads the strategic development, implementation, and evaluation of programs, projects, and daily activities of the Programming and Project Controls workplan within the Projects and Programming Department.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for assigned programs.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves

expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards; including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Alameda CTC's needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems, and internal reporting relationships; identifies opportunities for

improvement and directs the implementation of change.

- Directs large, complex, and multi-disciplinary projects, programs, studies, and initiatives by planning and overseeing the day-to-day work of consultants and assigned staff, establishing performance metrics and collecting and analyzing data, recommending and implementing methods and procedures for meeting operating objectives, and being accountable for project completion and program performance.
- Oversees, develops, and manages fund programming and project budgets for federal, state, and local funds; develops and monitors cash flow and expenditure schedules; prepares project budget accruals and variance analyses; provides guidance and oversight to local agencies in the delivery of state and federally funded projects by ensuring project completion and adherence to funding requirements and serving as a liaison between local agencies and funding agencies to resolve project delivery issues.
- Leads the administration of the discretionary grant program; oversees federal, state, regional, and local grants project management; develops programming guidelines and oversees program allocations of grant agreements and reimbursement controls.
- Oversees development and implementation of project controls including oversight of commitments, expenditures, contracts, invoice coding, reimbursements, and reconciliation; directs documentation procedures and maintenance of project controls system database.
- Manages relationships between local agencies and state and federal officials to effectively carry out the implementation and management of programming and allocation activities; serves as Alameda CTC's point of contact for all federal, state, and regional funding and funding policy related matters; leads outreach and application process for fund programming and allocation.
- Coordinates, facilitates, and represents Alameda CTC in local, state, and regional meetings; serves as a liaison with local agencies, elected officials, outside agencies, and the public in acquiring

information and coordinating programming and project control matters and providing information regarding Alameda CTC requirements, projects, and programs.

- Prepares and presents staff reports, presentations, project information and status, and program financial information to the Commission, various committees, community groups, and professional organizations.
- Provides highly complex staff assistance to the Deputy Executive Director of Projects; prepares, reviews, and presents staff reports, various management and information updates, strategic programming recommendations and reports on special programs/projects as assigned by the Deputy Executive Director of Projects.
- Monitors changes in laws, regulations, and technology that may affect Alameda CTC and assigned programs, projects, and activities; implements policy and procedural changes as required.

QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil or transportation engineering, planning, public administration or a related field.
- Nine (9) years of increasingly responsible experience in transportation fund programming, project controls, and related activities.
- Five (5) years of managerial/supervisory experience.
- Possession of a valid certificate or registration as a Professional Civil Engineer in the State of California is desired.



COMPENSATION AND BENEFITS

The annual salary range is \$196,901 to \$255,971 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, 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. Alternatively, you can mail a completed application and 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 **February 13, 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.

