



ALAMEDA COUNTY TRANSPORTATION COMMISSION – OAKLAND, CALIFORNIA

Executive Director



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THE ORGANIZATION

Alameda CTC is a joint powers agency which was formed in June 2010 pursuant to the California Joint Exercise of Powers Act. The Joint Powers Agreement includes the County of Alameda, the 14 incorporated cities within Alameda County, the Bay Area Rapid Transit District and the Alameda-Contra Costa Transit District. The agency is responsible for the administration of transportation sales tax funds in Alameda County in accordance with the voter approved transportation expenditure plans. The agency is also responsible for implementing the congestion management program and the countywide transportation plan for Alameda County.

Alameda CTC is governed by a 22 member Commission made up of five members of the Alameda County Board of Supervisors, two members representing the City of Oakland, 13 members each representing one of the other 13 incorporated cities in Alameda County, one member representing the Bay Area Rapid Transit District and one member representing the Alameda-Contra Costa Transit District.

The mission of Alameda CTC is to plan, fund and deliver a broad spectrum of transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County. This is accomplished through administration of the transportation sales taxes in Alameda County which were originally authorized in 1986 when the voters approved Measure B, reauthorized in 2000 by 81.5 percent of the vote, and again in 2014 when the voters approved Measure BB by 70.76 percent of the vote, which augments and extends the 2000 Measure B. Alameda CTC delivers over \$250 million in transportation improvements and congestion management projects annually which creates jobs, enhances mobility and enriches communities.

Alameda CTC also coordinates transportation planning and programming activities within the County and positions Alameda County jurisdictions and transit agencies to better compete for limited regional, state and federal transportation dollars.

The FY 2019-20 operating budget is approximately \$243 million, with an overall annual budget of \$524 million and an authorized staff of 37 full time equivalent employees. There are three deputy directors. Some of Alameda CTC's functions and responsibilities include:

- Perform direct project delivery management and project management oversight of major and regionally significant transit and roadway improvement projects.
- Develop and manage express lanes and operate all electronic tolling systems.
- Implementation and execution of the Goods Movement, Congestion Management, Transportation Fund for Clean Air, and State Transportation Improvement programs; plus, federal surface transportation, congestion mitigation, and air quality programs
- Implementation of the countywide Safe Routes to Schools, Special Transportation for Seniors and Disabled, and Affordable Student Transit Pass programs
- Administration of the Measure F Vehicle Registration Fee program and future state and federal funds and/or extended/expanded sales taxes
- Coordination of countywide input into a variety of intergovernmental planning, policy, and funding initiatives through organizations like the Metropolitan Planning Commission, Bay Area Air Quality Management District, California Transportation Commission, and Caltrans.
- Alameda CTC is one of the leaders of the California Self-Help Coalition.





THE REGION

Alameda County, located in the East Bay, is home to a bustling economic, academic, and multi-ethnic community. The County enjoys a varied geography ranging from major office centers to urban marinas to rolling open spaces to hillside lakes and streams. Alameda is the seventh most populous county in California and the second most populated county in the Bay Area following Santa Clara County. Oakland is the County seat and is known as one of the most ethnically diverse cities in the United States.

Transportation plays a key role in Alameda County. The Port of Oakland is one of the five largest container ports in North America and one of the top 20 worldwide. There are six interstate highways that pass through the County and nine state routes. While twenty percent of the Bay Area's population lives in Alameda County, nearly forty percent of the region's freeway congestion occurs within the County. AC Transit is the local bus system in western Alameda County and west Contra Costa County, with additional bus service across three bridges from Alameda County to downtown San Francisco, San Mateo and Palo Alto. BART is the backbone of the regional commuter rail system in the Bay Area centered in Alameda County, which primarily provides service for commuters to and from downtown Oakland, downtown San Francisco and the South Bay. There are a host of other mass transit providers, and para-transit services are provided by each of the cities and a consortium of AC Transit and BART.

THE POSITION

The Executive Director serves as the chief executive officer of the Commission, accountable to the Commission and responsible for enforcement of all Commission, local, regional, state and federal codes, ordinances and regulations; the conduct of all financial activities; and the efficient and economical performance of the Commission's operations. The Executive Director reports to the Commission and coordinates with the Chair of the Commission.

Under policy direction from the Commission, the Executive Director plans, organizes, controls, and provides administrative direction and oversight for all Commission functions and activities; provides policy guidance and program evaluation

to the Commission and management staff; encourages and facilitates provision of services to Commission stakeholders; and fosters cooperative working relationships with regional, State and local intergovernmental and regulatory agencies, and various public and private groups.

Examples of essential functions include:

- Plans, organizes, controls and administers all planning, programs, operations and services of the Commission, including administration, engineering, environmental, transportation, monitoring, construction services and congestion management.
- Represents the Commission in meetings and forums with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.
- Oversees the selection, training, professional development, and work evaluation of Commission staff.
- Monitors changes in laws, regulations and technology that may affect Commission operations; implements policy and procedural changes as required.

THE IDEAL CANDIDATE FOR EXECUTIVE DIRECTOR

Knowledge, Skills and Abilities

The individual selected for this position must be a strong leader in a highly political environment while remaining personally apolitical and providing opportunities for all Commissioners to be heard. The Executive Director will have a wide range of experience and skillsets in transportation planning, programming, project delivery, and project controls. To that end, the ideal candidate will have strong familiarity with California's regulatory environment. The Executive Director must also have a deep understanding of all aspects of transportation and mobility management as well as transportation's intersection with air quality, environmental resiliency and sustainability, housing, and economic development. Within that context, the Executive Director will challenge assumptions and embrace opportunities to innovate within the sector. At the same time, the Executive Director also must lead, inspire, and mentor the employees of Alameda CTC by embracing all the component parts of the core business

COMPETITIVE COMPENSATION AND BENEFITS

model: Planning, Funding, and Delivering transportation projects and programs. The Director should be highly principled, ethical and trustworthy, and set the best example in all actions and words.

The next Executive Director should recognize the value of the current staff, be a mentor, and fit in to the current organizational culture and with the Commission. In addition, this person should create an environment in which people excel, be a catalyst for change while helping others adapt, and demonstrate a strong desire to make a difference. Alameda CTC is seeking someone who is entrepreneurial, highly creative, considers new ideas, and is willing to embrace the unexpected and the resulting possibilities.

The new Executive Director also should be fiscally responsible, be able to make tough decisions, hold people accountable for their performance, and be sensitive to cues concerning potential issues or problems. Finally, this person should be able to recognize when they are wrong and have the courage to admit it, as well as accept responsibility for their performance and the results.

Alameda CTC is seeking a leader with a steady hand to join their dedicated staff in navigating and balancing the diverse needs of the region's residents.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be: 1) the equivalent of graduation from a four-year college or university, with major coursework in civil or transportation engineering, transportation planning, public or business administration, public policy, finance or a related field; and 2) ten years of executive/senior management or administrative experience in a municipal or public agency setting.

Five years or more of executive level transportation management experience in at least two of the following areas is desired: transportation planning, programming, project delivery, or finance. This person should also have extensive experience in federal, state, regional and local legislative processes, with demonstrated results in influencing staff decisions.

The annual salary range is \$253,371 - \$329,383 which is supplemented by a comprehensive benefits program including:

- Retirement: CalPERS enrollment and access to a Deferred Compensation plan.
- Health Insurance and other Benefits: To be negotiated upon offer.
- Time-Off: Vacation Leave of 2 weeks per year and Sick Leave of 12 days per year, plus standard ACTC holidays.

APPLICATION PROCESS

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will **not** be contacted without prior notice) by **Friday, September 27, 2019**. Résumés should reflect years **and** months of employment. Please submit your materials to: <https://executivesearch.cpsr.us/JobDetail?ID=550>

For additional information about this position please contact:



Andrew Nelson or Josh Jones, Executive Recruiters
Telephone: 916-471-3329 or 916-471-3301
E-mail: anelson@cpsr.us or jjones@cpsr.us
Website: www.cpsr.us/search

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited for the position will be invited to participate further in a formal assessment process with Alameda CTC.

