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<b>Job Title:</b> Dir., Mobility & Infrastructure Business Partnerships	<b>Date:</b>	9/5/2025
<b>Job Type:</b> Regular, Full-Time	<b>Salary Group:</b>	B-22
<b>Salary Range:</b> \$75,000 - \$80,000	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b> Sr. Dir. Business Engagement	<b>WIT #:</b>	16915849

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### ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon our values of diversity, leadership, innovation, collaboration, accountability, and results.

The mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education, aligned to the needs of local employers, are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

### GENERAL DESCRIPTION

The Austin/Travis County region is experiencing transformational infrastructure and mobility improvement efforts that will lead to the most advanced transit and mobility system in North America. These improvements relate to ground transport, rail, and airport expansions. Successful operation and management of the system will depend on workforce planning and development initiatives to create early and continuously functioning pipelines for hiring new employees to build and operate, as well as identification of growth opportunities for existing staff. The Director function must support Workforce Solutions' values while simultaneously connecting local people to local jobs that are created and sustained through these opportunities. Further, the Director must exhibit a willingness to demonstrate and encourage a solutions mindset, communicate well with stakeholders in the workforce ecosystem, and serve as a true partnership manager to the employers in the industry.

The Director will work with employers to identify current and emerging workforce needs and will deliver an annual work plan that strengthens the talent pipeline and supports the growth of businesses in the mobility and infrastructure sector.

### EXAMPLES OF WORK TO BE PERFORMED

- Develop employer relationships to lead and enhance the Mobility + Infrastructure Industry Sector Partnership.
- Identify industry employer priorities and develop annual work plan, that aligns with the Board's Hire Local Plan, to support the evolving workforce needs of mobility and infrastructure.
- Work closely with the Senior Director of the Infrastructure Academy to ensure a seamless connection to employment for individuals moving through the talent pipeline.

- Serve as a trusted advisor and subject matter expert for mobility and infrastructure related workforce planning activities.
- Collaborate with workforce development liaisons for managed solutions (e.g. CapMetro and Austin Transit Partnership) on workforce initiatives.
- Collaborate with internal and external partners to measure and prioritize talent needs that will enable the mobility + infrastructure industry to meet both short-and long-term goals.
- Manage or direct programs/projects in collaboration with the delivery teams including but not limited to the career center teams, K12 teams, industry directors, etc.
- Lead grant management to secure and deliver on resources that advance the work of the Mobility & Infrastructure Sector Partnership and the Infrastructure Academy.
- Write and submit reports in a timely fashion while allotting sufficient time for internal review, iteration, and approval.
- Consistently assess existing workforce strategies to ensure practical business alignment; seek out opportunities to collaborate.
- Partner with job creators, agencies, contractors, etc. in the mobility + infrastructure industry to ensure coordination on workforce planning, development, and training needs.
- May provide work direction on research, analysis, surveys, and report-writing assignments.
- May prepare requests for qualifications/proposals, research and policy studies, and transit or infrastructure related workforce initiatives.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

- Bachelor's degree in Business, Human Resources Management, Community Relations, Public Policy Planning, or related field, preferred. Related experience may be substituted on a year for year basis up to four (4) years.
- Two (2) or more years of strategic workforce planning experience working for a complex organization, including utilization of workforce management tools and processes within a transportation, manufacturing, construction, or similar organization, preferred.
- Experience building relationships with stakeholders and partners to develop innovative community-based solutions to complex problems.

### **Knowledge, Skills, and Abilities**

- Possesses lived experience with transit, either as a person who is, or has been, transit-dependent, or one who by example expresses a strong preference for transit.
- As a proponent of data-driven strategies, you are willing to challenge convention, to build relationships, and to think critically.
- Proven ability to work in an ambiguous, fast paced and rapidly changing environment, while driving towards clarity and solutions; forward-thinking with the ability to see the complete picture.
- Adopts an open-minded approach, and able to visualize the workforce planning impacts of business change plans from a range of different perspectives.
- Proven track record of collaborating with business and functional teams to deliver innovative and sustainable solutions.
- Ability to build great relationships and quickly understand the competing priorities often at play in complex organizations.
- Exceptional written and spoken communication and influencing skills; strong presentation skills.

- Demonstrated results in driving operational impact.
- Self-starter with the confidence and enthusiasm to make a real impact within the team, encouraging those around to achieve the same shared objectives.
- Demonstrates an ethos as a champion of collaborative working.
- Enjoys continuous improvement, encouraging new ways of working and recognizing the benefits and promoting a change-culture.

**Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local and in-state travel required; some out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, and criminal background).

**Workforce Solutions Capital Area offers a comprehensive benefits package which includes:**

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off.
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).