



Job Description

Job Title: Mobility Manager

Supervisor: Vice President, Planning

FLSA Status: Exempt

Summary

The Downtown Austin Alliance is seeking an experienced transportation professional to help advance the organization's role as the leader and champion of innovative urban transportation solutions - one of the four pillars of the [Downtown Austin Vision](#).

The Mobility Manager will provide strategic direction on mobility-related advocacy and policy making, as well as contribute technical knowledge for downtown on a variety of transportation and infrastructure planning efforts, including major projects currently underway such as Project Connect and the I-35 reconstruction. The Mobility Manager will lead some projects directly as the project manager, and will contribute as part of a team on others.

Applicants should be independent, comfortable working with differing viewpoints, and possess strong collaboration and project management skills. A Bachelor's Degree in engineering, transportation planning or related field, and 5-8 years or more of related experience is desired. An equivalent combination of education and experience will also be considered. Substantive knowledge and interest in city transportation, community development, placemaking, and planning are important for this role.

The Downtown Austin Alliance is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Serves as project manager and/or contributes to mobility projects and programs, such as the downtown mobility grid analysis, Downtown Parking Strategy implementation, Downtown Circulator, I-35 Cap & Stitch, and construction mitigation for downtown. Oversees consultant contracts and internal and external stakeholder teams to meet project goals, deliverables, timelines, and budgets.
- Collaborates with staff to identify, monitor, and develop advocacy strategies for mobility policy and funding priorities at the local, state, and national levels, including but not limited to the I-35 Cap & Stitch, local policy related to roadway capacity projects, and the street impact fee ordinance.
- Monitors and/or participates in local and regional mobility committees and work groups on behalf of the organization, including but not limited to CAMPO, Texas Transportation Commission, and the City of Austin Urban Transportation Commission and Bicycle and Pedestrian Advisory Council.
- Works with the City of Austin and Capital Metro/Austin Transit Partnership on a variety of mobility projects including Project Connect and the Austin Strategic Mobility Plan.
- Contributes to the organization's Place & Mobility and Economic Development Committees. Participates in other committees and task forces as needed.
- Assists in the development of work plans and annual budgets to support mobility initiatives.
- Prepares documents, reports, presentations, meeting notes, and other materials to support mobility, planning, and economic development projects.
- Identifies and conducts project-specific research and analysis pertaining to mobility, working collaboratively with research and communication teams.
- Works closely with public, private and nonprofit partners to successfully execute projects. Builds relationships with many stakeholders, including property owners, community and neighborhood groups, and nonprofit mobility entities such as Movability.
- Attendance at some evening and weekend meetings may be required.
- Contributes to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree in engineering, transportation planning, or related field and 5-8 years or more of related experience, or equivalent combination of education and experience. Substantive knowledge of and interest in city transportation, community development, placemaking, and planning.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints

from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of planning and design visualization tools such as: Adobe Suite, ArcMap, ArcGIS, Google Earth and Google Maps.

Certificates, Licenses, Registrations

Relevant professional certifications or licenses are desired but not required for this position.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date