

## **ADA COORDINATOR**

### **DEFINITION**

Under general supervision, ensures compliance with Title II of the Americans with Disabilities Act of 1990 (ADA) and related disability civil rights laws and regulations on a citywide basis; trains and assists with coordinating the work of departmental ADA Liaisons; coordinates the activities of the Disability Advisory Commission; responds to disability discrimination complaints from constituents.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from department director or division manager. May exercise supervision over program, operations, or assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The ADA Coordinator is a single position classification that performs specific assignments in such areas as public education, maintaining Transition Plans and processing of ADA related complaints or grievances. Responsible for coordination and implementation of ADA and other disability access programs, activities, and services for the City. The incumbent must demonstrate initiative, tact, and sensitivity to a diverse community and must be able to communicate effectively with diverse groups within the City. May be required to work evenings, weekends, and holidays.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Develop, evaluate, and implement administrative and operational policies, practices, and procedures required for citywide compliance with Title II of the Americans with Disabilities Act of 1990 (ADA) as amended and related state and federal disability civil rights laws and regulations.

Prepare correspondence in response to community concerns; develop and participate in public information projects.

Work closely with City departments and other public or private groups to interpret City policies and procedures related to accessibility; provide technical assistance to City staff through education and training sessions; provide guidance to departmental staff and management regarding program access and reasonable modifications for persons with disabilities. Provide indirect supervision to other department ADA Liaisons.

Conduct facility surveys; document existing conditions, including programs, services and activities accessibility needs for future improvements; coordinate the review and update of the Transition Plans. Work closely with Project Managers throughout the City that oversee projects to remove barriers to access.

Implement state and federal directives and guidelines for accessible design and construction; conduct site surveys of existing City buildings and facilities for compliance and ADA standards; develop technical standards and guidelines; and provide technical assistance and training to design, engineering and construction staff.

Represent the City in community outreach; maintain good working relationships; and attend meetings of organizations representing people with disabilities.

Respond to requests for information, referral, or disability-related accommodations; investigate and resolve complaints of discrimination on the basis of disability; Participate in the City's ADA grievance process, receive, screen, investigate, and resolve allegations of Title II concerns.

Provide disability-related presentations and training to City departments, contractors, and the public. Develop and distribute informational materials regarding general accessibility requirements and promotional materials for City accessibility programs.

Assist in the review, and evaluation, and determination of citizen requests for reasonable modifications to programs, services and activities.

Assist with developing and administering the annual budget for the ADA Program; CASp certification and CASp training fund.

Provide guidance and technical assistance on Information and Communication Technology, web accessibility and accessible documents to City departments, contractors and the public. Provide oversight on the City Information and Communication Technology accessibility initiatives.

Publish the annual report on citywide ADA compliance.

Develop and administer Disability Access and Education Programs under the requirements of CASp Certification and Training Fund; coordinate public education and outreach on ADA III requirements for public accommodations; develop and coordinate training for City employees pursuing CASp certification; develop and administer consultant agreements for Disability Access and Education Programs; assist with annual reporting requirements.

Performs other related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Pertinent federal, state, and local laws, codes, and regulations.

Principles and practices of disability discrimination complaint investigations and mediations.

Federal, state, and local disability enforcement and advocacy organizations.

Federal, state, and local funding streams in support of services to people with disabilities.

Principle and practices of group and intergroup communications, social conditions, and ethnic cultures.

Building and facility inspection methods and procedures.

Basic principles of universal design, barrier-free design, and disability-related standards.

Budget development and administration for physical and/or program access requirements of the ADA for building modifications and/or equipment purchases.

Tools and technology used for accessibility and reasonable modifications.

#### **Skill to:**

Operate modern office equipment including computer equipment and software applications.

Think critically and analytically.

Operate a motor vehicle safely.

#### **Ability to:**

Interpret ADA laws and regulations and develop disability-related policies, practices, and procedures.

Communicate effectively, clearly and concisely in writing and orally.

Establish and maintain effective working relationships with groups and individuals from diverse backgrounds, groups and organizations, and City officials regarding various issues.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree with major course work in architecture, city planning, public or business administration, legal studies, or a disability studies related field;

AND

**Experience:**

Three years of progressively responsible experience in developing and implementing disability access policies, practices, and procedures; creating and administering disability programs, and transition plans; providing disability-related staff training and technical assistance. Additional years of qualifying experience may be substituted for the required education on a year for year basis, up to a maximum of two years.

**Special Requirement(s):**

Possession of a valid California Driver's License may be required at time of appointment. ADA certification at time of appointment or within one year of appointment.

APPROVED: *(Signature on File)* \_\_\_\_\_  
Director of Personnel Services

DATE: 12/17/2018

NEW: 12/10/18