



Job Title	ADA Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	17260

Class Specification – ADA Coordinator

Summary Statement:

The purpose of this position is to ensure the City’s compliance with Title II of the Americans with Disabilities Act to ensure compliance and other related federal and state laws and regulations that apply to state and local governments; collaborate with management to develop plans and budgets for projects; and interact with City staff and the public to develop an interactive process to address ADA Title II compliance.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Chair the City’s Title II ADA Compliance Committee and staff the committee with representatives from each City department; participate in the development and implementation of goals, policies, and procedures related to the City’s compliance with Title II of the ADA; provide technical assistance regarding Title II ADA provisions and related City policies to staff; ensure the ADA Compliance Committee is informed of changes or additions to regulations and federal laws; analyze impacts to City policies; communicate potential issues to the committee; conduct and facilitate ADA awareness training for staff on access issues and City processes; and conduct facility surveys to document existing conditions, including programs and service accessibility needs for future improvement projects.
25%	Coordinate with departments to create a self-evaluation plan to eliminate physical or policy barriers as required by law; update the City’s transition plan as needed; and assist City departments to ensure ADA requirements are included in the design of new and renovated facilities and that access issues are integrated into the daily operation of the City including policy, education, and public information.
25%	Perform on-site visits with project managers, contractors, sub-contractors, and others to monitor the progress of barrier removal during construction; inspect the finished project to evaluate the final degree of accessibility as required by federal regulations; assist with preparing budget recommendations for physical and/or program access requirements of the ADA for the impacted department(s), which may include building



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	modifications and/or equipment purchases; oversee the City's ADA grievance process; and receive, screen, investigate, and work to resolve allegations of Title II concerns.
10%	Receive, review, evaluate, and determine citizen requests for ADA accommodations in conjunction with either the ADA Compliance Committee and/or legal counsel; develop, update, and maintain a master database of items in progress or completed related to Title II projects, self-evaluations conducted, and the City's transition plan; participate in community outreach, maintain good working relationships, and attend meetings of organizations representing people with disabilities; and provide assistance to other Human Resources staff as required to meet departmental goals and objectives.

Competencies Required:	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Advanced Skills and Knowledge:	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Three years of full-time responsible experience in developing and implementing employer based compliance and accommodation programs mandated by federal and state laws, including Title II of the Americans with Disabilities Act.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: This position has no budgetary responsibility.

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, vehicle, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015