



Job Title	ADA Coordinator, Senior	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	8	Job Code	17258

Class Specification – ADA Coordinator, Senior

Summary Statement:	
<p>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.</p> <p>DISTINGUISHING CHARACTERISTICS: This is the advanced journey level class in the ADA Coordinator series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.</p>	
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.
30%	The Senior ADA Coordinator shall chair the City’s Accessibility Prioritization Sub-Committee and staff the committee with representatives from the disability community. When performing as a Web Accessibility Coordinator; The Senior ADA Coordinator shall participate in the City’s Accessibility Committee; develop, design, implement, and oversee initiatives and projects that improve programmatic access to City services; 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, industry recognized International Organization for Standards (ISO), Web content accessibility guidelines, and/or ADA standards as applicable and related City policies to staff; ensure the ADA Accessibility Prioritization Sub-Committee and/or the City’s Accessibility Committee is informed of changes or additions to regulations and federal laws; analyze impacts to City policies;



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	<p>communicate potential issues to the committee; develop, design, implement, and facilitate ADA awareness training for staff on access issues and City processes; and conduct and review facility surveys to document existing conditions, including programs and service accessibility needs for future improvement projects.</p>
25%	<p>Coordinate with departments to create a web accessibility self-evaluation plan and project charter to eliminate online barriers as required by law; update the City's web accessibility transition plan as needed; and assist City departments to ensure ADA requirements are included in the design and development of new and existing online technology and that access issues are integrated into the daily operation of the City including policy, education, and public information and/or coordinate and review facilities self-evaluations to eliminate physical or policy barriers as required by law; update the City's facilities transition plan as needed.</p>
25%	<p>Perform on-site visits and conduct evaluations in coordination with project managers, contractors, sub-contractors, and other stakeholders 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 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.</p>
10%	<p>Receive, review, evaluate, and determine citizen requests for ADA accommodations in conjunction with either the Accessibility Committee, Accessibility Prioritization Sub-Committee, and/or legal counsel; develop, update, and maintain facilities and/or web accessibility master databases of items in progress or completed related to Title II projects, self-evaluations conducted, and the City's facilities and web accessibility transition plans; 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.</p>
10%	<p>Review bid specifications, cost estimates and contract submissions for compliance with specifications. Provide quality control assurance; monitor progress of projects and ensure compliance with contract documents with heavy emphasis in roadway and</p>



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	right of way construction as well as buildings, municipal utilities, storm water management and storm water drainage projects and other program access related projects.
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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.	

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

Experience: Five 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.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.
 Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
ADA Coordinator Certification	Upon or within 6 months of hire.
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.



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

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 and claim database software.

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: February 2020