



<b>Job Title</b>	<b>ADA Title II Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>17259</b>

**Class Specification – ADA Title II Manager**

<b>Summary Statement:</b>	
<p>The purpose of this position is to manage, supervise, and coordinate services, activities, and operations for all facets of ADA Title II. This position will aid in the implementation of the strategic ADA Title II (Americans with Disabilities Act) compliance and transition plan. It will supervise the work of staff responsible for the City's ADA Title II compliance programs and for the City's enterprises, build community partnerships, and ensure compliance with ADA Title II.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (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%	Identify resource needs and allocate accordingly; work with other City staff to develop policies and procedures; and make recommendations for improvements to existing standards and policies. Provide oversight and direction on the more technical and complex aspects of the work, including reviewing all work to ensure compliance with laws, acts, statutes, rules, policies, and guidelines
30%	Manages the City's Americans with Disabilities Act (ADA) program by processing requests for reasonable accommodations; instructing employees on ADA process and documentation; obtaining information from medical providers concerning employees' work restrictions; chairing various related committees; coordinating the implementation of reasonable accommodations; providing testimony in pre-term meetings; acting as lead in response to employee grievances; and coordinating job reassignments between City departments.
15%	Train and evaluate staff performance; respond to requests and inquiries from departments and the public; and remain current on the requirements and laws. Supervise the City's ADA Title II compliance; develop high level strategy; and ensure timely and accurate implementation and ongoing oversight.
15%	Work with City communications to develop an internal and external communication plan regarding citizen accessibility. Participate in litigation strategy development,



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	secure project funding, partner with City HR (Human Resources) to develop and deliver City-wide and departmental training.
10%	Build relationships with directors and procurement to aid in the success of outsourced and insourced work; evaluate the final degree of accessibility as required by federal regulations; ensure databases are up to date and effective; and routinely report metrics and results to the senior management team.

<b>Competencies Required:</b>	
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, reviewed, 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: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. 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.	

<b>Technical Skills Required:</b> 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 risk management, public administration, business administration, or a related field.

Experience: Five years of full-time professional ADA Title II management experience, including two years of supervisory experience

**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.

Certifications required in accordance with standards established by departmental policy.	
Valid Colorado Driver's License	Upon hire.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

**Supervision Received:**

The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**



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This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
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, 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: January 2018