

ADA COORDINATOR

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Under general supervision, provides technical and professional expertise ensuring citywide compliance with Title II of the Americans with Disabilities Act of 1990 (ADA) and related state and federal disability civil rights laws and regulations. Acts as the centralized administrator of the City's Transition Plan, addressing ADA inquiries and formal complaints, coordinating with departments on the delivery of accessible programs, tracking barrier removal improvements, and providing citywide staff ADA training.

DISTINGUISHING FEATURES

This is a single level class; receives general supervision from department director or division manager. May exercise supervision over program, operations, or assigned staff.

EXAMPLE OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Performs research, analysis, and administrative studies related to department and city-wide ADA projects, including policy development, organizational improvement, and cost-benefit/feasibility studies. Recommends and assists in implementing ADA program goals and objectives, establishing schedules and methods, and developing comprehensive ADA programs to ensure compliance with regulatory requirements and meet the City's needs.
2. Evaluates operations, activities, and problem areas of assigned responsibilities, using available information to develop recommendations for improvements and modifications.
3. Conducts research, analyzes findings, and prepares reports on program activities including cost estimates and corrective actions.
4. Develops and presents informational materials as well as present findings and recommendations or policy approaches to Council, Commissions, management, other departments, the community, and/or outside agencies regarding program elements and activities.
5. Initiates and coordinates ADA compliance training for all City employees and subcontractors, including the development and execution of training sessions, exercises, and materials and assisting managers in creating management reports. Plans, develops, and executes public

education and outreach initiatives essential for achieving ADA program goals in accordance with ADA requirements.

6. Acts as a liaison to other departments, the public, outside agencies, organizations and companies regarding accessibility related issues and concerns.
7. Receives and responds to complaints, concerns and grievances and investigates and prepares reports of findings and action in response.
8. Serves as Secretary to the Commission on Persons with Disabilities; assists in the preparation of meeting agendas, researches and completes staff and commission reports; prepares and coordinates the dissemination of Commission packets, meeting notices, prepares minutes and other communications;
9. Coordinates follow-up reports to staff or council and prepares materials for commission meetings; represents commission recommendations at City Council meetings, with other commissions at City department meetings, as necessary.
10. Supports and oversees the implementation of the City's ADA Transition Plan; compiles information regarding disability compliance measures; information for budgets and project recommendations for removal of barriers; reviews plans for removal of architectural equipment, policy, and procedural barriers to accessibility; works with department managers to determine modifications, revisions and additions needed to provide accessible program.
11. Supports administration of the City's Sidewalk Repair program, which removes accessibility barriers in the public right of way.

Other Duties

12. Represents the City at meetings with other government agencies and ADA-specific advisory committees.
13. Serves as Access and Function Needs Specialist ensuring appropriate communication to the disabled community as it relates to emergency preparedness and response.
14. May plan, prioritize, assign, supervise and review the work of administrative support staff related to program activities.
15. Performs related work as required.

EMPLOYMENT STANDARDS

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major coursework in business or public administration, communications, psychology, disability studies or social welfare, or a closely related field.

Experience: Three (3) years of professional level experience providing consultation, guidance and training in ADA compliance providing disability, accessibility, inclusion and accommodation services for people with disabilities. Three (3) or more years of professional related experience in organizational development, program or project management. Three (3) years of experience working with municipal government, interdepartmental knowledge and experience preferred.

Knowledge

Pertinent federal, state, and local laws, codes, and regulations related to the work including Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Titles I, II, and III regulations and compliance. Principles and practices of disability discrimination complaint investigations, mediations, and due process procedures under 504 and ADA. Regulatory requirements for public and private facilities, public rights of way, program access, communication alternatives and barrier free access to City programs and services. Basic principles of universal design, barrier-free design, disability-related standards, and standards as set forth in the Uniform Federal Accessibility Standards (UFAS), Title 24 of the California Health and Safety Code, and the Americans with Disabilities Act. Disability and disabilities, disability-related issues, and resources. Principles and practices of program and policy planning, development, administration, and evaluation; research methods, systems, and procedures analysis. Principles and practices of budget monitoring and project management. Technical report writing procedures. Modern office procedures, methods, and computer equipment. Principles of customer service. Principles and practices of education and public speaking, including the planning, preparation and evaluation of educational materials and outreach tools.

Ability

Plan, coordinate, direct, review and evaluate the City's ADA compliance practices. Analyze ADA compliance problems, evaluate alternatives and adopt effective course of action. Deal tactfully and effectively with a wide variety of board and commission members, government officials, civic groups, unions, the public and City staff. Assist in the development and monitoring of an assigned program budget. Develop and recommend policies and procedures related to assigned program activities. Interpret and apply laws, regulations, policies, and procedures. Plan, direct, and review the work of staff on a project or day-to-day basis. Self-direct and work independently with minimal supervision and guidance, and as part of a team. Represent the City in meetings with unions, members of the public and government bodies to promote program goals. Provide clear, focused educational and information presentations. Prepare clear, concise, and accurate written studies, proposals, and reports. Communicate clearly, concisely, and tactfully, both orally and in writing and to make effective presentations. Operate and use modern office equipment including computers and applicable software. Establish and maintain effective working relationships with coworkers, management, elected officials, and the public. Display excellent interpersonal, customer service skills, and awareness of controversial and/or sensitive issues. Comply with safety requirements of the position and actively promote safe work practices.

OTHER REQUIREMENTS

Possession of or the ability to obtain within one year of employment, ADA Coordinator Training Certification.

Certified Access Specialist ([CASp](#)) certification is desirable.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

May be required to work evenings, weekends, and holidays.

WORKING CONDITIONS

Work is generally performed in an office setting. Work involves occasional fieldwork and public meetings which extend beyond the normal workday. Work includes complex telephone and face-to-face public contact situations and pressure generated by frequent interruptions, deadlines, complaints, and peak workloads.

PHYSICAL DEMANDS

The position may require frequent repetitive motions, including hand, wrist, and finger movements. Essential duties can be performed with or without reasonable accommodation, such as assistive devices or ergonomic adjustments. These duties include, but are not limited to, walking, reaching, talking, hearing, and seeing.

This role involves sedentary work, which primarily includes sitting. It may require exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions, including adjustments for mobility aids and devices.