



ORGANIZATION: City of Lincoln City
JOB TITLE: Americans with Disabilities Act (ADA) Coordinator
FLSA STATUS: Non-Exempt, Grade 10
UNION: AFSCME
UPDATED: July 2022

PURPOSE OF POSITION: Perform responsible, confidential and complex administrative, technical and project management duties to ensure compliance with the Americans with Disabilities Act of 1990, including amendments, and the Federal Rehabilitation Act of 1973.

ESSENTIAL JOB FUNCTIONS:

Lead and manage the efforts to update the City's Self-Evaluation and Transition Plan. This includes working directly with the City's consultants, assisting with efforts to gather community input and overseeing the project advisory team (PAT), managing and evaluating the data, recommendations and community input and facilitating the process for decision-makers to finalize the Transition Plan.

Participate in the assessment of the City's programs and services. This includes working directly with the City's consultants, assisting and training staff to ensure that all programs and services are compliant and acting as the primary point of contact for any questions, concerns or requests related to the City's programs and services.

Work collaboratively with the other designated ADA Coordinators to ensure that appropriate processes are in place and follow those processes to provide prompt and equitable resolution of complaints from the public regarding the ADA and other federal and state laws regarding discrimination on the basis of disability. This includes tracking deadlines, making recommendations, meeting with complainants and documenting resolution and maintaining records.

Maintain and update the City's Transition Plan over time. This includes monitoring, tracking and recording all projects or actions that remove barriers or otherwise further the City's efforts to comply with the ADA and ensure public access. Prepare and present periodic reports as directed.

Maintain current information regarding state and federal laws, regulations and best practices concerning the rights of persons with disabilities and providing reasonable accommodations to individuals with disabilities. This includes providing technical information and advice to staff and ensuring that information is readily available to the public and staff. This also includes updating policies, forms and other information as needed.

Identify and obtain additional funding sources, e.g. grant identification and grant writing.

Provide back-up assistance to the HR Department and Administration as needed.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public. Model the highest level of professionalism as a member of the City Administration team.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff and Departments as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

Job Title: ADA Coordinator

July 1, 2022

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School education or equivalent supplemented by two years of relevant education or training supplemented by three years administrative, project management, leadership and customer service experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must possess strong current knowledge of Titles I, II and III of the ADA, including amendments, the Federal Rehabilitation Act and related laws. Must be able to evaluate public access to facilities and programs and services. Excellent organizational, time management and oral/written communication skills, including Business English, conflict resolution and public speaking, are required along with knowledge of training principles and techniques. Must have intermediate or advanced computer skills, including knowledge of and an aptitude for database software and MS Office, in addition to knowledge of standard office operating practices and procedures. Ability to present a professional and composed demeanor and provide excellent customer service at all times, including when customers are upset. Ability to learn quickly and adapt to a changing environment with agility.

SPECIAL REQUIREMENTS/LICENSES: ADA Certification within one year of appointment.

DESIRABLE REQUIREMENTS: Bilingual (English/Spanish).

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, calculator, telephone and other standard office equipment. Must be able to access and use proprietary software. 20-30% of the work will be performed outside performing site visits and conducting measurements and may involve travel on uneven terrain.

WORKING CONDITIONS: Usual office working conditions in an open floor environment. The noise level in the work area is typical of most office environments with telephones, conversations, personal interruptions and background noises. Site visits will include exposure to weather, traffic, noise and other elements.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Works under the general supervision of the Human Resources Director and takes direction from the City Engineer.