

## CITY OF BELLINGHAM

### JOB DESCRIPTION

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| <b>JOB TITLE:</b>   | <b>ADA Coordinator</b>            | <b>UNION: 231</b>   |
| <b>CLASS TITLE:</b> | <b>Program Specialist</b>         | <b>SG: 6</b>        |
| <b>DEPARTMENT:</b>  | <b>PUBLIC WORKS – ENGINEERING</b> | <b>CS: N</b>        |
|                     |                                   | <b>FLSA: N</b>      |
|                     |                                   | <b>EEO4CODE: PR</b> |

#### **JOB SUMMARY:**

The City of Bellingham ADA Coordinator ensures the timely and ongoing compliance of City programs, services and activities with the Americans with Disabilities Act (ADA), Title II of the ADA, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other applicable federal and state regulations pertaining to accommodation and accessibility. Evaluates requests for accommodations and services based on the needs of citizens, staff and visitors. Conducts regular reviews of City facilities, programs, and policies and leads the development and implementation of a City ADA Self-Evaluation and Transition Plan. Works with City Council, citizen commissions, and staff to clarify City responsibilities pertaining to disability accommodations and coordinates the training of departmental ADA representatives and other City staff to ensure that all City operations comply with the Americans with Disabilities Act.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Development Manager. Works independently under general direction and guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Conducts regular reviews of City facilities, programs, and policies to ensure compliance with all applicable federal, state and local laws and regulations including Title II of the ADA, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. Drafts and updates the City ADA Self-Evaluation and Transition plan to ensure compliance with all current federal and state laws and regulations related to access and accommodations for City programs and facilities
2. Serves as primary point of contact for the public regarding concerns and inquiries on ADA issues. Prioritizes public inquiries, complaints and accommodation requests. Ensures appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from citizens regarding disability and accommodation requests. Maintains a record of all disability and accommodation requests, issues and resolutions.
3. Develops, updates, and maintains database of items in progress or completed related to Title II projects, self-evaluations conducted, and the City's Transition Plan.
4. Integrates schedule of modifications with other City planning processes, including the 6-Year Transportation Improvement Plan (TIP) and Capital Improvement Plan. Coordinates with project engineers to maintain access/accommodations during capital project construction.

5. Leads City staff in an ADA coordination committee tasked with identifying and making recommendations to resolve departmental concerns relating to accessibility matters tied to the Transition Plan.
6. Develops and coordinates the training of departmental ADA representatives. Facilitates ADA awareness training for staff relating to disability access, rights and responsibilities, meeting guidelines, reasonable accommodation, and resources and policies.
7. Develops and maintains good working relationships with the community, as well as organizations representing individuals with disabilities, participating in community outreach and attending meetings of organizations representing people with disabilities.
8. Serves as primary liaison with relevant state and federal agencies, as well as ADA coordinators of other municipalities and institutions.
9. Works with City Council, City staff and local disability advocacy and support groups to clarify City responsibilities pertaining to program, facilities and services accessibility and accommodations
10. Works with City Council and City administration to look beyond city-owned and operated programs/facilities to assist individuals and private companies regarding accessibility issues.

**ADDITIONAL WORK PERFORMED:**

1. Performs other related duties within the scope of the classification.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

Knowledge in:

- Expertise and knowledge of best practices regarding disability, equity and cultural competence training.
- Establish and maintain effective working relationships with employees, government agencies and the public.
- Knowledge of American with Disabilities Act and other federal, state and local laws pertaining to the rights of people with disabilities.
- Strong program planning, coordinating, organizing problem analysis, decision-making and evaluation skills.
- Knowledge of various alternative formats and technologies that enable people with disabilities to communicate, participate and perform tasks.

Skill in:

- Excellent oral communication skills and the ability to work with citizens, co-workers and other City employees using courtesy, tact and good judgment.
- Good skills in planning and organizing, problem solving and decision-making.
- Skills and training in negotiation and mediation.
- Strong skills in cross-departmental team building.

Ability to:

- Review, develop and implement practices and/or strategies in organizational development related to ADA and Title VI.
- Work effectively with broad and varied populations.
- Interpret and apply policies and procedures
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to listen and communicate effectively with citizens in response to accommodation requests.

- Handle multiple projects and issues simultaneously.
- Evaluate, recommend and implement improvements to programs.
- Maintain consistent and punctual attendance
- Physical abilities to perform the essential function of the job including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites:
  - Stand or site for long periods of time;
  - Occasionally lift and transport up to twenty-five (25) pounds.

**WORKING ENVIRONMENT:**

Work is performed in an office setting with extensive work at a computer workstation. Frequently interacts with the public on the telephone and in person. Work is performed in an office setting with considerable public contact and visibility as well as at a semi-private workstation with a normal range of noise and other distractions; low everyday risks working around standard office equipment. Inspects sites or attends meetings relating to ADA accessibility issues at various locations.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor’s degree in public or business administration, political science, social studies or a related field.
- Five (5) years’ experience working with municipal government, interdepartmental knowledge and experience preferred.
- Three (3) years of professional level experience with ADA, Title VI, cultural competency, diversity consulting or training, mediation, inclusion services.
- Three (3) or more years of professional related experience in organizational development, program or project management.
- Experience with Americans with Disabilities Act, health-related and/or disability related programs preferred.
- ADA Coordinator Training Certificate, preferred.
- In place of the above requirements, the incumbent may possess a combination of relevant education and experience, which would demonstrate the individual’s knowledge, skill and ability to perform the essential duties and responsibilities listed above.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal conviction and local background check.

**PREPARED BY:** K.Brown/A.Faria 2/17

**REVIEWED BY:** \_\_\_\_\_  
Chad Schulhauser, Asst. Director  
Public Works/Engineering

**REVIEWED BY:** \_\_\_\_\_  
Ted Carlson, Director  
Public Works

**JOINT CLASSIFICATION COMMITTEE ALLOCATION:** 4/10/17