

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** ADA Coordinator

**UNION:231**

**DEPARTMENT:** Public Works – Operations

**SG:5**

**CS:N**

**FLSA:N**

**EEO4CODE:PR**

#### **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 residents, 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, community member 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 access and accommodations for City facilities, programs and services comply with the Americans with Disabilities Act.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Superintendent of Facilities, Fleet, Radio Communications & Traffic. Works independently under general supervision and the guidance of City and Departmental policies and procedures as well as applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

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

1. Responsible for development, design, implementation and evaluation of the annual ADA work plan. Drafts and updates the City ADA Self Evaluation and Transition plan and 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 related to access and accommodations for City services, 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 the public 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 Program (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 and disability awareness training for staff relating to accessibility for and inclusion of people with disabilities, rights and responsibilities, meeting guidelines, reasonable accommodation, and resources and policies.
7. Develops and maintains productive working relationships with City staff, and community stakeholders such as organizations representing individuals with disabilities. Participates 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 groups to clarify City responsibilities pertaining to services, programs, facility 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 and compliance.

**ADDITIONAL WORK PERFORMED:**

1. Performs other related work of a similar nature or level.

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

Knowledge of:

- Expert knowledge of best practices regarding disability, equity, inclusion and cultural competence training.
- Americans with Disabilities Act and other federal, state and local laws pertaining to the rights of people with disabilities.
- Various alternative formats and technologies that enable people with disabilities to communicate, participate and perform tasks.
- Appropriate accommodation including effective communication and barrier removal to people with disabilities to ensure access to programs, services and activities (e.g. assistive devices, interpreters, physical access).

Skill in:

- Excellent interpersonal communication skills and the ability to work with community members, co-workers and other City employees using courtesy, tact and good judgment.
- Strong program planning, coordinating, organizing problem analysis, decision-making and evaluation skills.
- Developing and delivering trainings and presentations in person and via remote technology.
- Skills and training in negotiation and mediation.
- Strong skills in cross-departmental team building.

Ability to:

- Establish and maintain effective working relationships with employees, government agencies and the public.
- Review, develop and implement practices and/or strategies in organizational development related to ADA and Title VI.
- Work effectively with broad and diverse populations including people with disabilities.
- Interpret and apply policies and procedures
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- 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 ability to perform the essential function of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate with diverse populations;
  - Move between work sites;
  - Interpret laws, policies and regulations.

**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, human services, social sciences or a related field.
- Three (3) years of professional level experience providing consultation, guidance and training in the area of 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.
- Five (5) years' experience working with municipal government, interdepartmental knowledge and experience preferred.
- ADA Coordinator Training Certificate, preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

**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

**REVISED BY:** K.Brown/A. Sullivan 11/21

**REVIEWED BY:** \_\_\_\_\_  
Eric Johnston, Director  
Public Works