



## City of Lake Oswego, Oregon

### Job Description

#### ADA COORDINATOR

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 177**

**Job Code: 2070**

#### Summary

This position is responsible for coordinating the City's overall efforts to ensure with the Americans' With Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, and all other applicable municipal, county, state and federal disability non-discrimination requirements, including any subsequent amendments. This position is the centralized administrator of the City's Transition Plan, addressing, facilitating, and recording all ADA inquiries for the City, including any formal disability rights-related complaints or grievances filed with the City. Coordinates with all other departments on the necessary improvements for barrier removal at city facilities and in the public right of way (ROW), ensuring the Transition Plan's identified deficiencies are being addressed and tracked. Support departments to make improvements for programs and technology that provide access in accordance with ADA requirements. Provides and coordinates ADA training for staff throughout the City, with the goal of improving all staff's understanding of the intent and application of ADA and related codes, standards, and guidelines.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Performs a variety of research, analysis and administrative studies related to department and/or city-wide ADA projects including policy development, organizational improvement, and cost-benefit/feasibility studies.
2. Works independently to interview personnel involved, secure resources and gather information related to the issue being evaluated and/or analyzed.
3. Evaluates problem areas and uses available information to develop recommendations.
4. Summarizes and presents recommendations or policy approaches for consumption by managers, elected officials and/or the public. When needed, presents findings and recommendations in management, council and/or public meetings.
5. Develops and conducts training and exercises. Plans, develops and conducts public education and outreach necessary to accomplish ADA program goals in compliance with ADA requirements.
6. Conducts evaluations of implemented ADA policy and management programs and provides progress reports.
7. Provides lead role for ADA matters throughout the City.

8. Serves as ADA compliance manager and coordinator on assigned projects related to design, implementation and modification of new or existing business systems. Develop work plans, timelines and resource allocations for assigned projects. Monitors progress to ensure objectives of the City's ADA Transition Plan are met. Makes presentations at meetings to internal and external groups.
9. Assist staff in deciphering and implementing public right of way accessibility guidelines (PROWAG) in conjunction with ADA.
10. Track's annual progress on ADA improvements through the City, and prepares annual reports, in compliances with the requirements set forth by the ADA.
11. Develops and maintains a centralized database for receiving and addressing customer service request for barrier removal, and coordinating tracking and follow-up of the resolution.
12. In coordination with other departments, develops and reviews policies and procedures to ensure compliance with ADA.
13. Plans, coordinates and manages staff training on ADA rules and regulations. Prepares training aids and user manuals. Assists managers with the creation of management reports.
14. Ensure appropriate processes are in place to provide for prompt and equitable resolution of inquires and complaints from City employees and the public regarding compliance with the ADA and other applicable laws related to disability discrimination. Responds to requests for assistance and code violation complaints related to the position and investigates complaints and violations.
15. Represents the City at meetings with other government agencies and access interest groups, including any ADA specific advisory committees or boards that may be established.
16. Collaborates with all departments to ensure digital and paper media, such as websites, flyers, mailings, etc. are developed in compliance with ADA requirements.
17. May perform other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Federal, state, and municipal codes, ordinances, regulations, laws, practices and procedures related to the work including Americans with Disabilities Act Titles I, II, and III regulations and compliance.
- Regulatory requirements for public and private facilities, public rights of way, program access, communication alternatives and barrier free access to City programs and services.
- Understanding of PROWAG and how it should be applied in conjunction with ADA.
- Broad knowledge of municipal business practices, theories and methods.
- Project management principles.
- Expert knowledge of English grammar, spelling and usage.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Communicate clearly, concisely and tactfully, both orally and in writing and to make effective presentations.
- Self-direct and work independently in personal work assignments and take initiative in creating a proactive and innovative program.
- Establish and maintain effective working relationships with other employees, agencies, public officials, and the general public.
- Work independently with minimal supervision and guidance, and as part of a team.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with Bachelor’s degree in Public Administration, Communications, Social Services, , or a related field, and two years in an environment involving accessibly laws and related issues. Building plans examination, engineering, road construction, GIS and/or social service delivery experience highly desired; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Previous demonstrated experience in working with interest groups affected by the ADA strongly preferred.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

ADA Coordinator Training Certification Program completion is highly desirable.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: 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, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*