



# CITY OF CHINO

## Accessibility Coordinator

### **Definition:**

Under limited supervision of the Deputy Director of Development Services, provides oversight, administration, guidance, including education and implementation of the requirements of the Americans with Disabilities Act, the California Disabled Persons Act, ADA Standards, California Building Code access requirements and all other laws, regulations, standards and codes related to Disability and Accessibility; and performs related work as assigned.

### **Class Characteristics:**

This is a single position class responsible for the overall administration, interpretation, implementation and education of all matters related to Federal, State, local and City ordinances, regulations, codes and standards pertaining to the civil rights of the disabled community. This position reports directly to the Deputy Director of Development Services.

### **Essential Functions:**

- Perform professional level work and handle a varying workload related to disability and accessibility codes, laws, regulations and standards.
- Receive, process and respond, both orally and in writing, to requests for reasonable modifications to policies and procedures.
- Ensure that all programs, policies, procedures, services and activities of the City are accessible to persons with disabilities.
- Consult, supervise and coordinate the removal of architectural barriers.
- Receive and process requests for reasonable accommodations for City employees.
- Coordinate, perform and develop the Title II Self-Evaluation and Transition Plan.
- Provide administrative services and manage agendas for a Disability Advisory Commission and/or Accessibility Appeals Board.
- Monitor and evaluate City programs and policies for compliance with disability and access requirements.
- Coordinate and develop compliance programs as necessary or as required.
- Solicit, oversee, coordinate, and manage consultants and contract services.
- Coordinate training and education on access and/or disability issues and work with other City departments to address compliance issues as needed.
- Perform, coordinate and/or monitor architectural barrier surveys.
- Provide prompt and equitable resolution of inquiries, complaints and grievances from the public or staff regarding compliance with applicable Federal and State laws regarding disability discrimination, program access, or architectural barriers.
- Develop procedures to provide for fulfillment of and respond to requests for auxiliary aides and services and communication access needs.

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- Contribute to the guidance, review, and revision of internal and external issues related to disabilities, accommodations, and/or access.
- Develop and manage budgets and contracts to provide for accommodations, training and other improvements.
- Maintain data and all other records related to disability and accommodation issues and resolutions.
- Advise and provide guidance to Human Resources, and other Departments as needed, with regards to all Title II related requirements and responsibilities, and assist with employee grievances,
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).
- Americans with Disabilities (ADA) Coordinator certification (desirable).
- Certified Access Specialist Program (CASP) certification (desirable).

### **Experience:**

- Relevant work experience in the areas of ADA Standards, California Building Code access requirements, and/or other related fields. Experience working with people with a broad range of disabilities.

### **Thorough knowledge of:**

- The Americans with Disabilities Act with emphasis on Title II, ADA Standards, the California Disabled Persons Act and related statutes and regulations, the access provisions of the California Building Standards, and other relevant Federal and State statutes, laws, regulations, codes and standards pertaining to Disability Rights and Accessibility.

### **Working knowledge of:**

- Sources of information and agencies that may be utilized in conducting research and addressing planning matters.
- Data collection and analysis techniques.

### **Knowledge of:**

- Office management.
- Principles of supervision.
- Customer service operations, policies and procedures.

### **Ability to:**

- Research, prepare and present reports, including grant proposals, applications, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.

### **Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### **Physical Profile**

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

### **Employee Unit:**

Unrepresented Management

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