



## Salt Lake County Job Description

### ADA Program Coordinator

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**DEPARTMENT:** Administrative Services

**DIVISION:** Human Resources/6150

**JOB CODE:** 581 **GRADE:** 15

**FLSA STATUS:** Non-Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 02/18/2015

#### **JOB SUMMARY**

ADA Program Coordinator ensures County employment practices, facilities and programs adhere to the provisions of the Americans with Disabilities (ADA); provides technical assistance to citizens, employees and managers regarding ADA requirements and the application of relevant HR and County-wide policies.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Architecture, Engineering, Planning or other closely related field and four (4) years of experience in a field closely related to these duties or an equivalent combination of related education and experience. A degree in Architecture, Engineering or planning is preferred.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Administer ADA employment requirements; identify deficiencies and implement action to remedy the problem; receive, screen, investigate and resolve allegations of violations of Title I requirements.
- Review, evaluate and determine, in conjunction with legal counsel, whether to grant coverage under the ADA for applicants and employees asking for reasonable accommodations; Review and discuss project plans and specifications for renovation and / or new construction with architects, project managers and agency representatives to determine any possible ADA problems; make recommendations to ensure ADA compliance.
- Perform site visits to monitor progress of barrier removal during construction phases and inspect finished project to evaluate final degree of accessibility as required by federal regulations while serving as a resource on federal accessibility standards and guidelines. Manage and coordinate Salt Lake County's Title II physical and program requirements; coordinate evaluation and elimination of existing accessibility barriers.
- May assist Employee Relations/EEO team in conducting investigations as related to discrimination/harassment claims.
- Provide technical assistance and interpretation of ADA provisions and County policy to administrators and employees; provide periodic training on provisions of the ADA and internal county processes.
- Provide Title IV information concerning telecommunication compliance to agencies and employees on assistive technology; clarify Title II program access assistive technology needs.

- Monitor and research all sources (local, state, federal) for changes/additions/clarifications to ADA; ensure ADA Compliance Committee and appropriate County agencies are informed of changes or additions in regulations and federal laws.
- Act as chairperson of the Salt Lake County ADA Compliance Committee, serve on multi-faceted committees as needed, and provide ADA related presentations to County employees, including disability training to various law enforcement agencies.
- Assist Human Resources staff with providing accommodations for disabled applicants.
- Train department ADA Liaisons and employees in ADA responsibilities and sensitivity to disability issues.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Titles I, II, III, IV, and V of the Americans with Disabilities Act of 1990 and the corresponding Department of Justice Technical Assistance manuals and supplements
- Sections 504 and 508 of the Rehabilitation Act of 1973 and current interpretations as they apply to the ADA
- Fair Housing Act (FHA) of 1968 and the 1988 Fair Housing Act amendments
- Americans with Disabilities Act Accessibility Guidelines (ADAAG) of 1992 and all subsequent additional sections and revisions
- Uniform Federal Accessibility Guidelines (UFAS)
- Fair Housing Act Accessibility Guidelines (FHAAG)
- American National Standards Institute (ANSI) Accessible and Usable Buildings and Facilities requirements as they apply to the current version of the International Building Code (IBC) adopted for use in the State of Utah
- Federal Highway Administration (FHWA) requirements as they apply to curb ramp installations
- Problem solving principles and practices
- Salt Lake Countywide Policies and Human Resources Policies related to the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973

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

- Apply ADAAG, IBC, etc. requirements to physical sites (measuring parking spaces, ramps, restrooms, et al using tape measure, Smart level, door pressure gauge, etc.)
- Develop, implement and present training programs and/or workshops
- Implement State and Federal regulations as they relate to the ADA, Section 504 of the Rehabilitation Act, FHA and other relevant legislation
- Communicate effectively both verbally and in writing
- Educate/train others in the requirements of the ADA and other laws regarding employment, physical, service and program accessibility
- Create, coordinate and implement programs, plans and training about disability issues
- Write detailed reports and track data utilizing Microsoft Office Suite
- Establish and maintain effective working relationships with vendors, County officials, and all levels of staff

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in an office environment. Incumbents may travel to other County offices and work sites to conduct trainings, investigations, or consultations.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 02/18/2015 NC/TF