



City of Tempe

ADA COMPLIANCE SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	292	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Strategic Management / Diversity	<i>Salary / Hourly Minimum:</i>	\$55,290
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$74,641
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Check Engineer+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Diversity Director.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time, professional-level ADA compliance, disability advocacy, and/or directly related to the core functions of this position.
<i>Education:</i>	Equivalent to a Bachelor’s degree from an accredited college or university with major course work in business, public administration, psychology, disability studies, social welfare, architecture, engineering, or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To provide a variety of community services and program support to the City’s efforts to comply with the Americans with Disabilities Act (ADA), and other federal and state disability related laws, regulations, and guidelines. The ADA Compliance Specialist makes recommendations for action, procedures, and programs which protect the rights and improve the quality of life for people with disabilities as well as all City of Tempe residents and/or visitors.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate and document the ADA contractual requirements of architectural and engineering construction projects through onsite inspection and monitoring; participates in the designing, drafting, and preparation of specifications and cost estimates for architectural projects to ensure ADA compliance; reviews architectural plans and blueprints for ADA compliance.
- Assist Risk Management and Human Resources in evaluating possible accommodations for temporarily and/or permanently disabled employees.
- Current knowledge, understanding, and application of ADA-related laws, codes, ordinances, and court decisions that occur at the local, state, and/or federal level.
- Provides administrative staff support to the Mayor's Commission on Disability Concerns.
- Conduct assessments of special events setup for compliance with current ADA accessibility requirements and to make recommendations as needed to the Special Events Task Force.
- Serves as technical resource and primary point of contact for all ADA related issues, including the monitoring of the ADA Hotline.
- Acts as a liaison to other departments, the public, outside agencies, organizations, and companies regarding disability related issues and concerns.
- Implement, monitor, and update the recommendations in the City of Tempe Program and Service Self-Evaluation per the Americans with Disabilities Act.
- Coordinates the dissemination of information to all employees regarding disability compliance measures; assures the adequate existence of resources for and contracts with sign language interpreters, braillists, etc., as needed.
- Initiates and coordinates periodic disability compliance related training to all department agency employees and subcontractors.
- Establishes and participates in the maintenance of file and recordkeeping systems.
- Assists in budget preparation and monitoring.
- Responds to complaints, investigates and makes recommendations in response to requests and problems from the community.
- Develops and/or expands programs which serve the disabled community through written proposals and grant applications.
- Coordinates with city departments to assess accessibility opportunities in public and private facilities, including the development and review of City design standards and procedures; monitors City projects progress as needed.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective April 2004

Revised April 2007 (update job duties)