

# ADA COORDINATOR

Recruitment #1601-4963-001

**List Type** Transfer/Promotional

**Requesting Department** DOA-Budget and Policy Division

**Open Date** 4/2/2016

**Filing Deadline** 4/22/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## Introduction

**THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY**

## Purpose

The ADA Coordinator will coordinate the City's efforts to comply with and carry out its responsibilities under an agreement with the United States Department of Justice regarding the City's compliance with the Americans with Disabilities Act, ensuring that City facilities and programs are accessible to all citizens. This position will work closely with City departments to plan and coordinate ADA compliance projects with the Budget and Management division to develop project cost estimates and budgets. Additionally, this position will serve as the ADA contact for the Department of Justice, local disability groups and citizens.

## Essential Functions

### Planning and Coordination of ADA Compliance Projects

- Work with City departments, independent licensed architects, and IT consultants to plan and coordinate projects to ensure access to City facilities and programs including building improvements and alternative technology implementation.
- Develop project timelines.
- Consult with Budget staff to develop project cost estimates and budgets.

### ADA Complaint Management

- Develop internal procedure for filing, responding to and investigating ADA related complaints.
- Receive and investigate ADA complaints from citizens and local disability groups.
- Determine corrective actions to resolve complaints and ensure remediation.

### Department of Justice Reporting

- Draft and submit reports related to project progress and compliance as required.
- Annually submit to the Department of Justice the City's written procedures to inform interested people with disabilities of the existence and location of the City's accessible programs, services and activities.

**Internal Review**

- Review City programs, policies, activities, services and facilities for ADA compliance.
- Work with affected departments to develop and implement plans to bring identified violations into compliance.
- Follow-up with affected departments to ensure continued compliance.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

**Minimum Requirements**

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for civil service position.
2. Bachelor's Degree with a major in architecture, engineering, public administration, business administration, urban planning, communications or other closely related field.
3. Three years of project management experience including developing project timelines, cost estimates and budgets relating to capital improvements or building improvements to meet compliance standards.

*Equivalent combinations of education and experience may be considered.*

4. Valid driver's license at time of appointment and throughout employment and a properly insured vehicle for use on the job.

**Desirable Qualifications**

- Experience in building design, engineering, construction, budget analysis, or code enforcement.
- Previous experience with Project Civic Access or other aspects of the Americans with Disabilities Act.

**Knowledges, Skills, Abilities & Other Characteristics**

- Knowledge of business and management principles involved in planning.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of project management concepts and principles.
- Knowledge of the Americans with Disabilities Act and its compliance requirements.
- Critical thinking skills to consider relative costs and benefits of actions and choosing the most appropriate one.
- Project management skills to organize project time frames and schedules to meet competing deadlines.

## **ADA Coordinator (DOA-Budget & Policy Division)**

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- Analytical skills to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to read and understand information and ideas presented in writing.
- Ability to communicate information in writing so others will understand.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to communicate information and ideas through spoken words and sentences.
- Ability to utilize MS Office Suite software to track, analyze, interpret, and communicate business information.
- Ability to negotiate with different groups concerning business related topics.
- Ability to discuss sensitive or confidential topics with subordinates, superiors, and business partners.

### **Current Salary**

The starting salary (PG 2IX) for City of Milwaukee residents is \$58,462 and for non-residents is \$57,028. Appointment above the minimum is possible based on the salary ordinance guidelines.

### **Selection Process**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Office of Budget and Management reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

*NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*

*NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*

### **Additional Information**

***ADA Coordinator (DOA-Budget & Policy Division)***

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**INITIAL FILING DATE** – The examination will be held as soon as practical after **April 22, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

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