# Municipal ADA Coordinator Sample Job Description

## Responsibilities:

* Coordinate municipality’s compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, 29 U.S.C. § 794 (Section 504)
* Serve as subject matter expert on accessibility to advise municipal staff and board members on accessibility and barrier removal for people with disabilities.
* Receive, respond to, and track requests for reasonable accommodation from people with disabilities, including members of the public and municipal staff.
* Arrange communication access and other reasonable accommodations and accessibility-related services for municipal events and meetings.
* Train municipal staff on nondiscrimination and accessibility for people with disabilities.
* Coordinate updates to municipal Self Evaluation and Transition Plan.
* Work with municipal staff to carry out objectives of municipal Transition Plan by working with municipal staff and board members to eliminate barriers for people with disabilities in municipal policies, programs, and facilities.
* Ensure that municipality has posted Notice of Nondiscrimination and maintains appropriate grievance procedures.

## Qualifications at hire:

* Familiarity with the municipal government’s structure, activities, and employees.
* Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504, Massachusetts’ Public Accommodations Law, Massachusetts General Laws Chapter 151B, and state and federal architectural access requirements.
* Experience communicating with people with a broad range of disabilities.
* Knowledge of various technologies, tools, and strategies that enable people with disabilities to communicate, participate, and perform tasks.
* Ability to work cooperatively with municipal staff and people with disabilities.
* Familiarity with local disability advocacy groups.
* Skills and training in negotiation and mediation.
* Excellent organizational, analytical, and communication skills.