



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall Room 303
200 Common Street
Lawrence, Massachusetts 01840

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www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: American Disabilities Act (ADA) Coordinator
Department: Department of Public Works
Salary: \$20,000 - \$35,000 (Annual Salary)
Union: Non-Union/Non-Exempt

Duties: Responsibilities of this position include, but not limited to:

Responding to customer requests for information, referral, or disability-related accommodations; developing and disseminating brochures and information for public awareness of requirements of relevant City, State and Federal laws and creating marketing campaigns to publicize the City's ADA programs and resources.

Lead the City's efforts to update the existing plan for ADA access to public rights of way. Facilitating interdepartmental communication between Mayor, Public Works, City Attorney and Human Resources and serve as the Point of Contact for the public on ADA issues. Prepare and/or reviewing comprehensive analytical reports for the Mayor, City Council or commissions concerning structural access.

Work closely with City Management and other public and private groups to interpret City policies and procedures related to accessibility; providing technical assistance to City staff through education and training sessions. Act in the capacity of the staff liaison of the ADA Commission on Disabilities; serving as the City expert on ADA; working with community groups to resolve complaints.

Track, monitoring, communicating and closing out ADA requests in partnership with Public Works staff. Developing and administering the annual budget for program operations; coordinating and maintaining document files. Developing, implementing and applying ADA policies, procedures and best practices for City of Lawrence.

Ensure that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from employees and the public regarding discrimination on the basis of disability.



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Assist Building Department with the review of submitted architectural plans for ADA compliance and conduct on site facility access reviews as needed.

Perform other duties as assigned.

Qualifications: Two years of college in planning, architecture, public or business administration, or a closely related field. Bachelor's degree is desirable. Minimum of two years recent full time professional level ADA compliance, disability advocacy or related experience, preferably with local, regional or state governmental agency. Possess and maintain Massachusetts driver's license. Individual should have ADA Coordinator Training Certification or must complete the ADA Coordinator Certification within three (3) year of appointment to position.

Appointing Authority _____

[Handwritten Signature]
Daniel Rivera, Mayor

Posting Date: October 25, 2016

Deadline: Until Filled

JOB DESCRIPTION AND APPLICATION AVAILABLE IN THE PERSONNEL OFFICE

The City of Lawrence is an Equal Opportunity employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.