

HANDICAPPED ACCESSIBILITY SPECIALIST

NATURE OF WORK

This is specialized work coordinating with County departments and community based organizations to implement and monitor projects which will increase awareness about the concerns of, and opportunities for people with disabilities. Work also involves coordination with local municipalities to provide accessible public and commercial facilities, programs and services.

An employee in a position in this class exercises a high degree of independent judgement and initiative in planning, developing, and implementing special projects and programs. The incumbent is also responsible for educating and informing local building officials of Federal, state and local ordinances pertaining to accessibility through individual contacts, group and media presentations. Investigates internal complaints of discrimination alleging violation of the Rehabilitation Act and/or the ADA. Monitors the Handicapped accessibility grant program. The employee receives guidance and general direction, but is expected to independently develop and administer the projects and programs assigned. Work is performed under the general direction of an administrative supervisor and reviewed through reports and results achieved.

EXAMPLES OF WORK

Coordinates, researches or directs the completion of disability awareness projects.

Acts as project liaison between departments, divisions/sections and involved outside agencies.

Coordinates projects through meetings, correspondence and presentations where information is exchanged.

Makes presentations to municipal building officials, business community and support groups on Federal, State and local ordinances on accessibility.

Prepares and presents reports on the status of projects.

Works closely with project participants to keep informed on all latest developments.

Develops project plans, including timetable for completion of each phase.

Develops evaluation criteria for projects, conducts evaluation studies and prepares reports.

Writes and disseminates program and project materials.

Troubleshoots problems and conducts research as assigned.

Prepares reports, news articles pamphlets and brochures on laws dealing with handicap accessibility.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal, State and local legislation regarding persons with disabilities.

Knowledge of research techniques and availability of current information.

Ability to exercise judgement and discretion in establishing, applying and interpreting policies and procedures.

Ability to establish and maintain effective working relationships with associates, public officials, other governmental agencies and the general public.

Ability to organize work and work independently without supervision.

Ability to express ideas clearly and concisely, orally and in writing.

HANDICAPPED ACCESSIBILITY SPECIALIST - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Ability to develop programs which effectively meet desired objectives.

Ability to maintain sensitivity for and relate to the needs of persons with disabilities.

MINIMUM ENTRANCE REQUIREMENTS

Completion of two (2) years of college level coursework with significant coursework in the Social services, Public or Business Administration or related field and one (1) year of experience working in the social services, community service with organization(s) directly involved in handicapped accessibility/accommodation, or any equivalent combination of related training and experience.

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