

## ADA SPECIALIST / COORDINATOR

### Job Summary:

Assists our Firm's ADA Team in its strategic analysis and assessment of publicly owned facilities in Los Angeles County; assists in evaluating policies, procedures, and standards for the effective creation of a comprehensive ADA Self-Evaluation and Transition Plan facilitating accessibility for individuals with disabilities across all relevant areas; coordinates and monitors compliance activities.

### Job Responsibilities:

- Assist in developing the overall Transition Plan Outline and Detailed Facilities Plan
- Assist in identifying and obtaining all necessary documents and materials to support Self-Evaluation, which is the first step in developing the Transition Plan
- Assist in developing an ADA grievance policy, procedure, and complaint form.
- Assist in recommending criteria for evaluating facilities and for prioritizing identified accessibility improvements.
- Attend all meetings (Including Public Meetings – if Covid requirements allow) including agenda preparation and minutes (producing meeting materials and handouts, conducting orientation, and preparing a summary of action items resulting from the meeting). *Depending on Los Angeles County Covid requirements, it is expected that most meetings will be through Zoom.*
- Assist in establishing an ADA Committee that will meet throughout the process of completing the Self-Evaluation and developing the Transition Plan; will work with the Committee throughout the duration of the project to receive feedback and incorporate information into the project.
- Assist in establishing an external ADA Committee comprised of disability advocates, individuals with disabilities, and general members of the public; compile a list of local disability organizations and their contact information; assisting in writing and sending a template letter to the local disability contact list requesting their participation on the Committee.
- Enter Facilities data on BlueDag
- Assist Facilities Inspectors in preparing BlueDag Reports including uploading photos (photolog summary for each facility)
- Assist in preparing Monthly Progress Reports
- Assist in preparing and tracking Project Schedule
- Maintain project records and communications for the duration of the project

### Qualifications

- Bachelor's Degree and at least 3 years of experience in ADA Compliance Work
- Knowledge of The Americans with Disabilities Act
- Experience in identifying issues and recommending solutions to resolve problems.
- Experience in analyzing, reporting and managing complex data in order to identify issues, trends, or exceptions.
- **Experience handling confidential information.**
- Experience using time management skills such as prioritizing/organizing and tracking details and meeting deadlines of multiple projects with varying completion dates
- Experience communicating both verbally and in writing to various audiences.
- Experience developing ways of accomplishing goals with little or no supervision, depending on oneself to complete objectives and determining when escalation of issues is necessary.
- Intermediate level skill in Microsoft Word (for example: inserting headers, page breaks, page numbers and tables and/or adjusting table columns)

- Intermediate level skill in Microsoft Excel (for example: using SUM function, setting borders, setting column width, inserting charts, using text wrap, sorting, setting headers and footers and/or print scaling).
- Intermediate level skill in Microsoft PowerPoint (for example: applying a theme, formatting character spacing, inserting a picture, changing slide layout and theme colors, adding transitions, customizing slide numbers, changing chart style and/or formatting font).
- Intermediate level skill in Adobe (Adobe Pro experience preferred)
- Able to learn cloud-hosted software system easily (BlueDAG)
- This position is remote work, but candidate must be willing to check-in at the Office at least twice a month when required (our office is located in Los Angeles area)

**Preferred Qualifications**

- Experience in preparing Self Evaluation and Transition Plan a plus
- Strong writing skills

Job Type:

Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8a-5pm PST

Work Location:

- Los Angeles Area

Work Remotely:

- Temporarily due to COVID-19

**Submission Instructions:**

Please submit resume to [eastwestpac@gmail.com](mailto:eastwestpac@gmail.com)