



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

ADA Compliance Officer

SALARY:	\$54.98 - \$76.94 Hourly \$9,529.00 - \$13,337.00 Monthly \$114,348.00 - \$160,044.00 Annually
DEPARTMENT:	Accessible Services
OPENING DATE:	01/07/21
CLOSING DATE:	01/27/21 11:59 PM
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

The purpose of this position is to manage, implement, and monitor accessible services programs which may include paratransit eligibility program, service contracts, staff support for disabled and elderly public advisory council, oversight and policy direction on compliance with the Americans with Disabilities Act (ADA) and other applicable state and federal laws. This is accomplished by planning and budgeting for the unit, overseeing and delegating work, establishing department policy, developing, managing, coordinating, and monitoring District policy as it relates to ADA compliance, participating as a member of management in meetings and committees, coordinating and collaborating with other departments on accessibility requirements, identifying, monitoring, and evaluating activities that affect ADA requirements, administering and staffing disabled and elderly public advisory council, developing, managing, and supervising appeals program, and representing the District to disabled/senior groups and agencies on issues pertaining to persons with disabilities and older adults.

EXAMPLES OF DUTIES:

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

- Administers the Mobility Advisory Council, by providing direction and guidance in the preparation of an annual work plan, coordinating with all departments on projects and initiatives that impact persons with disabilities and older adults for presentation and consultation, preparing agendas, bylaws, and work plans for the Council, recruiting members, and acting as a liaison for the Council to staff, the District General Manager, and the Board of Directors.
- Oversees and directs policy on compliance with ADA and other applicable state and federal laws by monitoring plans, programs, and services, developing policies or recommendations for bus, light rail, paratransit, on-demand services, facilities, and equipment, providing direction and technical support in vehicle procurement and facility designs to ensure accessibility, preparing and updating ADA program documents, acting as a liaison to government entities in program/facility audits/reviews, providing direction

and technical support to management, developing corrective actions and implementation plans to resolve any audit /review findings/recommendations, monitoring regulations and legislation in program areas, and developing responses to proposed rulemakings in program areas or recommend policy changes to comply with new regulations.

- Administers department by planning and budgeting for the unit, setting goals and standards for the department, overseeing and delegating work to department staff, establishing, reviewing, and modifying department policy, resolving employee issues and grievances, providing direct and indirect supervision to department personnel, and resolving employee issues and grievances.

MINIMUM QUALIFICATIONS:

Education and Experience:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Business Administration, Public Administration, Vocational Rehabilitation, or a related field.

Experience: A minimum of seven (7) years of progressively responsible management and administrative experience in a transit agency in providing customer service in a paratransit field, working with the disabled community and ADA compliance and policy development, including three (3) years of supervisory experience.

Licenses and Certifications: None

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Wednesday, January 27, 2021. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer -
Minorities/Women/Disabled/Veterans.**

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #TBD
ADA COMPLIANCE OFFICER
YH

2810 O Street
Sacramento, CA 95816
(916) 556-0298

ADA Compliance Officer Supplemental Questionnaire

- * 1. Please describe, in detail, your specific role and experience working with seniors, the disabled community, and other community groups, in a transit setting. In your response, include the employer and number of years/months you performed the function.

- * 2. Describe your knowledge of the public transit provisions of the Americans with Disabilities Act (ADA), and describe, in detail, the specific situations wherein you had to apply this knowledge. In your response, include the employer and number of years/months you performed the function.

- * 3. Describe your experience conducting research/analysis, preparing written reports, and making oral presentations in a public setting. In your response, include the employer and number of years/months you performed the function.

- * 4. Describe you experience administering a regulatory or program compliance function. In your description, include the employer and number of months/years you performed these duties.

- * 5. Describe your supervisory experience including the number of employees you supervised, their job titles, level of each position and details on the oversight you provided. In your response, include the employer and number of years/months you performed the function.

- * Required Question