

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Disability Rights and Services Program Coordinator

3. Working Title (if any):

Disability Rights and Services Program Specialist

4. Name & Class of First-Line Supervisor:

Lucía Nuñez

Work Phone: 266-5916

5. Department, Division & Section:

Department of Civil Rights

6. Work Address:

210 Martin Luther King, Jr. Blvd. Room 523

7. Hours/Week: 38.75

Start time:

End time:

8. Date of hire in this position:

2/1/2011

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

This is responsible administrative and professional work in implementing the City's Disability Rights and Services Program under the provisions of Madison General Ordinance 39.05. Under the direct supervision and policy guidance of the Civil Rights Director, the work involves supporting city-assisted programs, activities and city facilities to ensure that they are non-discriminatory in reference to persons with disabilities. This support shall include education and training; outreach and referral and dissemination of information.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

35% A. Work with other City agencies to coordinate and support program activities to enhance overall accessibility.

1. Coordinate Video remote interpreting contract including training of front line staff, maintaining schedule and serving as point person.

2. Coordinate use and assignment of assisted listening devices for meetings and events.
3. Assist to identify solutions to barriers for people with disabilities accessing City services.
- 4.
- 5.

- 35% B. Provide disability related programmatic information and referrals to City agencies and constituents.
1. Serve as contact person for City agencies on disability related questions and issues.
 2. Work with Civil Rights Coordinators to provide information and education.
 3. Maintain information about local, state and national resources on disability issues.
 4. Serve as a liaison to City agencies, State and local agencies, as well as to community-based organizations to ensure awareness and coordination of the interests and concerns of people with disabilities.
 5. Meet with community based organizations to gather information about the concerns and issues of people with disabilities.
- 10% C. Promote and actively support, through coordination with the Human Resources Department, the identification and enhancement of people with disabilities in the workplace.
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- 10% D. Act as a clearinghouse for information about federal and state policy and regulations relating to accessibility.
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- 10% E. Provide expertise as a troubleshooter for individual problems through site visits, personal contact and meetings for persons with disabilities.
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

12. Primary knowledge, skills and abilities required:

Working knowledge of issues related to people with disabilities in the community and relevant social service support networks. Ability to provide information and referrals on how to remove barriers specific to persons with disabilities in accessing services. Ability to provide information to City employees, external organizations and the general public of the rights of people with disabilities. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with management, employees, persons with disabilities, and the general public. Ability to maintain adequate attendance.

13. Special tools and equipment required:

none

14. Required licenses and/or registration:

none

15. Physical requirements:

none

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

12-16-10

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.