



## **EXEMPT EMPLOYMENT OPPORTUNITY**

### **City of Los Angeles Department on Disability**

#### **Senior Project Coordinator (CASp)**

**Annual Salary Range:** \$ 80,325.36 - \$120,623.76

The Department on Disability, on behalf of the City of Los Angeles, is committed to ensuring full access to employment, programs, facilities and services; through strategic management and partnership education, advocacy, training, research and improved service delivery; for the benefit of persons with disabilities and providers of essential resources and policymakers.

The Department is pleased to announce the opportunity for full time exempt employment within its Disability Access Services Division for a Senior Project Coordinator, Certified Access Specialist (CASp).

#### **JOB DESCRIPTION:**

Primary duties of this position include supervising the review of plans for physical accessibility of City projects; Researching emerging trends in universal access materials used in projects; conducts accessibility reports and updates the City's 2000 ADA Self Evaluation Transition Plan.

This position will oversee and conduct investigations to make recommendations to improve physical access to City owned facilities and sidewalks resulting from ADA complaints and Title II grievances from the public.

Additional areas of responsibility include providing businesses with technical assistance to improve physical and programmatic access of their services and programs to comply with state and federal accessibility standards, codes and regulations, including but not limited to:

- a. Americans with Disabilities Act of 1990, as amended, Rehabilitation Act §504 and §508, and Fair Housing Act, as amended;
- b. Disabled Persons Act, Unruh Civil Rights Act, and other state disability laws;
- c. Accessibility guidelines and disability standards as promulgated by the United States Department of Justice, United States Access Boards, U.S. Department of Transportation, Department of Housing and Urban Development, 1991 Standards for Access Design, the ADA Accessibility Guidelines, the 2010 Standards for Accessible Design, The Architectural Barriers Act Accessibility Standards, Uniform Federal Accessibility Standards, Guidelines for Outdoor Development Areas (GODA), Proposed Public Right of Way Guidelines (PROWAG), MUTCD, CAL MUTCD; California Building Code Title 24.

The Senior Project Coordinator will assess the impact to the City of the U.S. Access Board's Proposed Public Right of Way Guidelines and will be responsible for the development and completion of the City's Self Evaluation Transition Plan for ADA Compliance according to ADA regulations and guidelines.

Other Senior Project Coordinator duties will involve conducting an assessment of City department sites that are covered by the new GODA and draft the associated section of the Transition Plan to reflect those assessments.

Similarly, the successful candidate will provide technical assistance to City departments involved in emergency housing on the final guidelines that amended the ADA and ABA on emergency transportable housing.

Other duties as assigned

### **EDUCATION AND OTHER PROFESSIONAL REQUIREMENTS:**

Minimum Requirements:

CASp Certification (Candidates cannot be appointed until they submit official proof of having received their certification.)

A Bachelor's degree (Master's Degree preferred) from an accredited university, ideally in Architecture, Architectural Technology, Building Science, Urban Planning, Civil Engineering, Construction Management, Environmental or Industrial Design, Interior Architecture/Design, Transportation Engineering, or related field; and two years of experience with (1) a code enforcement agency (e.g., State, County, and/o City, County Building Department) as a Plan Reviewer, Building Inspector, or Consulting Entity or with (2) a Licensed Architect, Licensed Landscape Architect, Interior Designer, or Registered Civil Engineer, etc.

The candidate should have knowledge of computer software including Microsoft Office, knowledge of the use of tablets or iPads, and the creation and use of Google Docs. They should also be able to utilize instruments, equipment, and tools required to effectively accomplish their duties.

This position requires that the candidate conduct field work on a regular basis.

### **TO APPLY:**

Interested applicants should e-mail [with the subject line that reads "Resume for Senior Project Coordinator, CASp Specialist"] a resume detailing applicable educational background and work experience, a cover letter of interest, and three work-related references (include name, job title, affiliation and telephone number) to: Mai Tran (mai.h.tran@lacity.org) .No phone applications will be taken. We will confirm receipt of your material by e-mail. Filing period may close at any time when sufficient resumes are received.