

175.02 DUTIES.

The Coordinator under the Americans with Disabilities Act shall render such services as ADA Coordinator that are detailed in the Americans with Disabilities Act, Title 42 of the United States Code, Section 12101 et seq., and detailed in the Rules and Regulations interpreting that Act which include but are not limited to the following:

- (a) To coordinate the City's efforts to comply with and carry out its responsibilities under the ADA.
- (b) To receive, process and disseminate information regarding the ADA and to be familiar with the requirements of the Act and all Rules and Regulations interpreting the Act.
- (c) Be readily available to promptly and equitably resolve the complaints of any interested person under the ADA.
- (d) To communicate the requirements of the ADA to other employees of the City who may be unaware of their responsibilities.
- (e) To ensure that any failure by an individual employee is promptly corrected.
- (f) To establish grievance procedures under the ADA.
- (g) To prepare a transition plan regarding employment of qualified individual with disabilities and schedule the way in which the Municipality will strive to eliminate all barriers to the disabled in its public facilities.
- (h) To prepare all necessary reports, to conduct an assessment or audit of the City, to review and revise the employment policies, classification plans, performance standards, affirmative action plans and employee training; to consider a separate budget for "accommodation"; and to consider arranging for a medical advisor to review requests for accommodation, alleged disability, absenteeism and substance abuse.
- (i) To obtain, to interview and to coordinate with consultants and medical advisors.
- (j) To do all such other things as are necessary and required to carry out the position of Coordinator under the Americans with Disabilities Act for the City.

(Ord. 83-92. Passed 9-8-92.)