



**Town of Dighton**  
**Board of Selectmen**  
979 Somerset Avenue  
Dighton, MA 02715  
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## TOWN OF DIGHTON

### ADA COORDINATOR DESCRIPTION OF DUTIES

#### **Summary**

It is the responsibility of the ADA Coordinator to work with the Board of Selectmen, Town Administrator and all other municipal agencies, offices and committees independently, or as directed by the Town Administrator or Board of Selectmen to ensure that the Town of Dighton is making its best effort to, over time, become fully compliant with the state and federal requirements of the ADA.

The ADA Coordinator will:

- Advise and assist municipal officials in ensuring compliance with federal and state disability laws;
- Review policies and activities of municipal departments and boards as they affect persons with disabilities;
- Provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in all matters pertaining to disability;
- Coordinate the activities of other local groups organized to meet the needs of persons with disabilities.

#### **RESPONSIBILITIES**

- Research local problems of people with disabilities.
- Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town of Dighton - as they affect people with disabilities.
- Work in cooperation with the Town Administrator, Board of Selectmen, departments and all other agencies of the Town of Dighton to bring about maximum participation of people with disabilities in all facets of local government.
- Initiate, monitor, and promote legislation at the town, state and federal level which advances the equal status of people with disabilities and ensure that appropriate regulations are adopted and enforced pursuant to such legislation.
- Advise the Town Administrator and Board of Selectmen on changes in state and federal laws concerning ADA compliance and changes and assist in achieving that compliance.

- Encourage public awareness of disability issues.
- Provide information, referral, and guidance to Town residents , businesses, organizations and public agencies in all matters pertaining to disability.
- File an annual report, which shall be printed in the Town of Dighton report.
- Take such action as deemed appropriate in accordance with the ADA to ensure the equal access status of persons with disabilities.

### **Knowledge and Skills**

- Must possess inherent and working knowledge of the Americans with Disabilities Act, federal 504 regulations, and all other applicable laws.
- Must have demonstrated experience working with members of the disabled community.

### **Job Environment**

Administrative work is performed under typical office conditions.

Makes constant contacts requiring perceptiveness and discretion with the general public, town departments and boards, residents, and state, federal and local officials. Contact is in person, by telephone, by email and in writing.

Is expected to make and promptly keep all appointments and office visits in an effort to serve the public in a professional and efficient manner.

Errors in either technical application of state and federal statutes, or in the interpretation of related data could result in financial and/or legal implications, causing adverse public relations.

### **Physical Requirements:**

This position requires frequent light to moderate physical effort while incumbent is performing inspections. May require visual inspection or assistance with visual inspection. Performance of the essential functions may also require incumbent to climb or balance; stoop, kneel, crouch, or crawl in the process of performing inspections.

**The Town of Dighton is a smoke and drug free and EOE/AA Organization.**