

Roles and Responsibilities of the ADA/504 Coordinator

Title I of the Americans with Disabilities Act of 1990 (ADA) prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees based on an entity wide employee total count, including state and local governments.

Under the ADA Title II, when a public entity has 50 or more employees based on an entity wide employee total count, it is required to designate at least one qualified responsible employee to coordinate compliance with ADA requirements.

Below describes the primary role and responsibilities of the ADA/504 Coordinator:

- Ensure that all citizens in the community and members of your workforce have an opportunity to participate in all programs, services, and activities;
- Mitigate ADA violations;
- Serve as primary point of contact for ADA/504 compliance, for both your employer and for members of the public;
- The name, office address and telephone number of the ADA/504 Coordinator must be available and advertised to employees and to the public, as this makes it easy to identify someone to help them with questions and concerns regarding disability discrimination;
- Manage the self-evaluation process of the programmatic barriers in all programs, services, and activities offered by your entity;
- Establish a complaint or grievance procedure to respond to complaints of noncompliance from the public;
- Develop an active ADA Transition Plan to include self-evaluation findings for all programs, services, and activities; and
- Maintaining the availability of the ADA Transition Plan for public inspection for three years after completion.

Below is a list of qualifications that are recommended by U.S. Department of Justice:

- Familiarity with the entities structures, activities, and employees;
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act;
- Experience with people with a broad range of disabilities;
- Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks;
- Ability to work cooperatively with local entities and people with disabilities;
- Familiarity with any local disability advocacy groups or other disability groups;
- Skills and training in negotiation and mediation; and
- Organizational and analytical skills.