

EMPLOYMENT OPPORTUNITY

Job Title: Americans with Disabilities Act (ADA) Coordinator (Part-Time)

Description: The Americans with Disabilities Act (ADA) Coordinator will build upon and administer the ADA accommodation program from start to finish. The position will also be involved in the Light Duty/Return-to-Work program. Other duties include but are not limited to the following: Identifies and performs outreach to employees possibly requiring accommodations; educates management and employees on the rights and duties under the ADA; coordinates with management and employees to develop and provide employees effective and reasonable accommodations; develops written materials and other informational pieces regarding the ADA program; develops and maintains internal measures to track ADA status and compliance and maintains and documents records of all disability and accommodation issues ensures compliance with applicable laws, regulations, and policies; assures that workers with disabilities are provided effective and reasonable accommodations allowing them to work productively and safely; assure Township-Sponsored activities, Township Facilities and events address accessibility and accommodation concerns.

Requirements: Bachelor's degree in social sciences, human resource management, business administration or related field and two years of personnel administration experience are required (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class); a minimum of eighteen (18) months of experience in a position that involved evaluating and administering reasonable accommodation issues subject to the ADA or §504 and completion of a course on barrier-free design or ADA accessibility guidelines which was sponsored or approved by the New Jersey Department of Community Affairs or a department which oversees the Uniform Construction Code in any other State, the American Institute of Architects, the Paralyzed Veterans Association, or the United Spinal Association, within twelve (12) months of hire.

Salary: DOQ

Hours: Part-Time, three days weekly (not to exceed twenty one hours per week).

Apply: Send resume or application to:

Ms. Braedon Gregory, HRIS Coordinator, Human Resources Department,
Township of Montclair, 205 Claremont Avenue, Montclair, New Jersey 07042
or email: bgregory@montclairnjusa.org

Closing Date: Job posting will remain open until position is filled.