



Accessible Services Specialist

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
362	Exempt	2 – Professional	AFSCME	6	3-22-00	1131	1 of 1

DEFINITION: Under general supervision; monitors effectiveness of, and implements transportation service programs provided by District staff for individuals with disabilities; provides guidance and in-service training programs; and prepares and presents written and oral reports on accessibility program effectiveness and related issues.

REPORTS TO: The Accessible Services Manager, or designee.

ESSENTIAL FUNCTIONS:

- Reviews the activities, and monitors the performance and effectiveness of District provided transportation services for individuals with disabilities.
- Conducts research studies and prepares written reports used in the development and implementation of transportation services for individuals with disabilities.
- Researches, investigates, and responds to inquiries and concerns; and may draft guidelines, and clarifications.
- Makes oral presentations, and may prepare memoranda and written reports on accessibility service issues to the Board of Directors, staff, service users, governmental agencies, advisory committees, and community groups.
- Works with District personnel, advisory groups, advocacy groups, and representatives of other agencies to collaboratively identify accessibility needs and develop potential solutions.
- Prepares analyses of, and may make recommendations for additional, and/or revised services.
- Conducts service-user orientations and in-service training for District employees.
- Maintains a variety of files, records, and program data and reports.
- May serve as District liaison to governmental agencies, advisory committees, and advocacy groups regarding transportation accessibility issues.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: The service needs and transportation requirements of individuals with disabilities; training program development and presentation; transportation related accessibility issues and current service trends; pertinent local and , state, and federal regulations and laws regarding accessible and Paratransit services including the Americans with Disabilities Act (ADA).

Ability To: Develop and present effective in-service training programs on transportation accessibility issues and programs; prepare and present effective written and oral reports, and make oral presentations to the Board of Directors, staff, service users, governmental agencies, advisory committees, and community groups; monitor a budget and expenditures; research and analyze the cost/benefit of proposed service enhancements related to accessibility; and establish and maintain effective working relationships with those encountered in the course of work.

Education: Equivalent to a Bachelor's degree in transportation planning, public administration, business, or a related field.

Experience: Two (2) years of experience providing services to the elderly and individuals with disabilities that included specific exposure to transportation accessibility issues.

Special Requirements: None.

NOTE: This transcription from hard copy was done 12/03., because there was no electronic copy on file. No language changes.

S:\HR\Data 12-01-01\Class-Comp\Class Specs\AccessSrvcSpecIst-3 22 00-CS.doc

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.