

**ADA COORDINATOR'S DUTIES AND RESPONSIBILITIES**

**1.0 Purpose:**

To clearly define the duties and responsibilities of the ADA Coordinator.

**2.0 Scope:**

The administration of all ADA matters. References to the ADA refer to the Americans with Disabilities Act as amended by the Americans with Disabilities Act Amendments Act.

**3.0 Policy:**

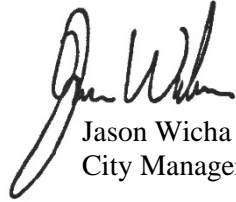
The City of Lake Forest has appointed an ADA Coordinator for the following purposes:

1. Dealing with all ADA issues in a timely manner as prescribed by Federal law or City policy.
2. Administering the ADA Grievance Procedure as outlined in the City directives.
3. Providing information and direction to department heads and staff involved with review of their policies and procedures for ADA compliance.
4. Providing information to the public, when requested, concerning ADA and/or the City's compliance with ADA, and addressing accommodation requests.
5. With the City Manager's Office, ensuring that the City's Transition Plan for architectural barrier removal is periodically reviewed and, as appropriate, making recommendations for architectural barrier removal.
6. With the City Manager's Office and City Council, ensuring the City's Self-Evaluation Plan for all aspects of City programs, policies and employment practices is periodically reviewed. As part of this Plan, City staff, with the guidance of the ADA Coordinator, will review and, where necessary, revise job descriptions, policies, procedures, job applications and interview and evaluation questions for ADA compliance. Staff and Council, with the guidance of the ADA Coordinator, will review City policies and programs to ensure they comply with ADA. City staff, with the guidance of the ADA Coordinator, will develop and recommend a course of action for Council review and approval concerning ADA compliance for City facilities as needed.
7. Providing a forum for City employees to learn about the ADA, including their their rights and responsibilities.

The ADA Coordinator may use the City staff to help accomplish any of these purposes or other ADA-related objectives.

**4.0 Distribution:**

Employee Information Site: [www.citylf.org](http://www.citylf.org).



Jason Wicha  
City Manager

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