

## TITLE VI/ADA COORDINATOR

### PURPOSE AND NATURE OF WORK

Positions so classified are responsible for insuring Lafayette Consolidated Government maintains compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 (as amended). The nature of the work is primarily related to the Disadvantaged Business Enterprise program covered by 49 CFR Part 26 and services offered to the public, which are covered by 23 CFR Part 200 and 49 CFR Part 21. Position is not supervisory and reports to the Chief Administrative Officer.

**ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)**

Initiates and monitors Title VI activities as required by 23 CFR 200 and 49 CFR 21. Investigates complaints of violations with assistance from the Department of Transportation and Development (DOTD) and follows up to ensure implementation and compliance with recommended corrective actions. Contact consultants under LCG contracts to inquire about Title VI compliance and recommend corrective actions, if necessary. Inventories all LCG buildings to insure ADA compliance. Engage community groups to solicit participation in related decision making related to Title VI/ADA decisions. Works with staff to develop and submit annual Title VI report.

Develops, monitors, and implements all aspects of the Disadvantaged Business Enterprise (DBE) program and ensuring LCG complies the all provisions of 49 CFR 26. Researches census data to formulate DBE participation goals, analyzes progress toward goals, and identifies ways to improve progress. Ensures bid notices are available to DBEs, monitors solicitation of bids to ensure DBEs are included, and advises contractors of DBE compliance during pre-bid hearings. Guides DBEs with information on the bid process, guides DBEs through such processes, provides outreach to DBEs, and maintains updated DBE directory.

Provides, reviews, and approves HUD Section 3 Concern Certification applications. Reviews and approves all pre- and post-bid documentation relation to Section 3 covered bids and contracts. Monitors contractors for Section 3 compliance. Recommends and initiates correction action for Section 3 non-compliance.

Performs related work as required.

### NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of and ability to formulate and apply decisions in compliance with applicable federal and state laws.

Knowledge of state bid law.

Ability to research and analyze data from a variety of sources and use such analysis in formulating policies relating to applicable federal and state laws.

Ability to express ideas clearly and concisely, verbally and in writing, to groups and individuals.

Ability to establish and maintain effective working relationships with superiors, other employees, community groups, business owners and the general public.

### DESIRABLE TRAINING AND EXPERIENCE

Completion of a four-year college curriculum in Business Administration or a related field and experience in business finance, accounting, contract and bidding procedures, or an equivalent combination of training and experience.