

*Commissioners*

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## **ADA Compliance Officer**

### **Position Summary**

The Chicago Board of Elections ("Board") is currently conducting a search for an ADA Compliance Officer. This full-time employee will serve as a subject-matter expert on federal and state disability laws for both the Board's offices and voting locations. This position also will be responsible for coordination with the Polling Place Department to achieve full compliance with the terms of the Board's consent decree regarding ADA Title II polling place accessibility. This position is classified as Exempt under the Fair Labor Standards Act.

**Salary Range:** \$70,000 - \$75,000

### **Essential Duties/Responsibilities:**

- Ensures Board compliance with all applicable federal and state laws regarding accessibility in the Board's offices and with the voting process.
- Works with Board staff as a subject matter expert for polling place accessibility issues.
- Works with Board staff and contractor in tracking and updating surveys of polling place locations in order to comply with the current consent decree.
- Researches best practices and makes recommendations to create, implement and evaluate large scale institutional policies and programs.
- Interprets and explains accessibility compliance and guidelines; and advises Board operating departments on new or modified procedure and practices.
- Provides training and/or consultative services related to ADA Title II and Title VII accessibility and/or accommodations in both the workplace and the voting process.
- Collaborates and manages compliance initiatives and programs with operating departments and outside agencies.

### **Preferred Qualifications:**

- Minimum BA degree from accredited college or university.
- Must have extensive knowledge of federal and state accessibility laws and regulations, including ADA Titles II and VII accessibility standards and guidelines.
- Minimum three years of professional work experience with program development related to public accessibility standards.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances and policies.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Must be available to work extended hours and weekends during the election cycle.
- Must be a City of Chicago resident.
- Must be in compliance with the Board's mandatory COVID vaccination policy.

All applications for this position will be received via email and must include a résumé and cover letter. E-mail [hr@chicagoelections.gov](mailto:hr@chicagoelections.gov) and include in the subject line: **ADA Compliance Officer Position/Your Name**.

The position will remain open until filled. The Board is an Equal Opportunity Employer.