

**FERRY COUNTY JOB DESCRIPTION  
TEMPORARY PART TIME  
ACCESSIBILITY COORDINATOR**

**JOB TITLE:** *Temporary Part Time Ferry County Accessibility Coordinator*

**Supervision:** Reports directly to the Ferry County Auditor.

**Summary:** Works independently in the planning and organization of a disability board, set goals and prepare progress reports, develop accessibility plans and outreach to other organizations.

**Typical Duties:**

- Form a Disability Board Committee
- Conducts outreaches to Disability and Social Service Organizations.
- Update County website information regarding Accessible Voting
- Develop a County Accessibility Plan for individuals with a full range of disabilities.
- Set goals and prepare progress reports
- Network with other Counties

**Scope of Responsibility:**

- *County Disability Advisory Committee (DAC)*
  - Contact Disability and Social Service Organizations for potential new members for the DAC.
  - Schedule DAC meetings and plan the agendas.
  - Notify DAC member of meetings and send reminders.
  - Facilitate the DAC meetings.
  - Post minutes of DAC meetings on County website.
  - Communicate important election dates and information with DAC members.
  - Collaborate with stakeholders in the disability community for input.
  - Network with other counties to share ideas of best practices for DACs.
- *Outreaches to Disability and Social Services Organizations*
  - Identify, develop and maintain a database of countywide disability and social service organizations (including name of organization, address, contact person, phone, email and website).
  - Develop press releases or public service announcements on the availability of accessible voting.
  - Prepare information on the availability of accessible voting for inclusion in the local voters' pamphlet.
  - Demonstrate the accessible voting equipment.
  - Explore innovative ways to educate the community about the availability of accessible voting.
- *County Website Information Regarding Accessible Voting*
  - Ensure content regarding accessible voting is up-to-date.
  - Ensure that DAC minutes are posted on the website.
  - Seek technical assistance from OSOS Elections Website staff to ensure County website is accessible.
- *County Accessibility Plan*
  - Ensure that the County has a plan to improve accessible voting.

- Coordinate input from the DAC to ensure the plan addresses access issues for voting centers, the locations of drop boxes, and other requirements.
  - Develop strategies or procedures as part of the plan for how the County can sustain the accessible voting activities including outreach and voter education when the HAVA Grant for the County Accessibility Coordinator ends.
- *Set Goals and Prepare Progress Reports*
- Assist in setting goals for activities performed, i.e. number of outreach events to conduct during the grant period, number of DAC meetings during the year.
  - Goals should include developing activities and practices that will increase voter awareness of the elections process, accessible voting and encouraging participation for individuals with disabilities.
  - Submit Year End Progress Report of activities performed along with Best Practices to the OSOS HAVA Coordinator.
- *Networking*
- For general technical assistance and sharing best practices on all of the above job duties, consult with the OSOS Elections Accessibility Coordinator.

**Qualifications:** The position requires some knowledge of the ADA laws sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

**Essential Requirements:**

- Ability to work independently and to exercise good judgment.
- Ability to work as a team member as well as an ability to work as an individual.
- Ability to maintain harmonious relationship with other employees, officials and the general public.
- Ability to communicate clearly, orally and in writing.
- Ability to work with and within diverse groups.
- Ability to work irregular hours and weekends, as needed.
- Willing to travel and must have a valid driver's license.

Salary is based on qualifications with a bonus at the time of completion of all year-end progress reports.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

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Employee Signature

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Date

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Ferry County Auditor Signature

\_\_\_\_\_  
Date