



EMPLOYMENT OPPORTUNITY NOTICE EO11-822

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SUDBURY ON P3A 5P3

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www.greatersudbury.ca
www.grandsudbury.ca

THE CITY OF GREATER SUDBURY

requires an

ACCESSIBILITY CO-ORDINATOR **REPORTING LOCATION: TOM DAVIES SQUARE**

CONTRACT POSITION

ESTIMATED PROBABLE DURATION: SIX (6) MONTHS
70 HOURS BI-WEEKLY

START DATE TO FOLLOW SELECTION PROCESS

The City Clerk's Section, Administrative Services Division of the City of Greater Sudbury, requires an Accessibility Co-Ordinator. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,033.50 to \$2,395.40 bi-weekly (subject to review).

QUALIFICATIONS:

EDUCATION AND TRAINING:

University degree in a related discipline (i.e. Social Work, Public Policy) from a recognized University with Canadian accreditation.

EXPERIENCE:

Minimum of two (2) years of related experience, preferably working with persons with disabilities.

KNOWLEDGE OF:

Knowledge of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontarians with Disabilities Act, 2001 (ODA) and related Regulations.

ABILITIES TO:

Understanding of the diversity amongst and within the community of persons with disabilities.
Demonstrate highly developed analytical and writing skills.
Demonstrate ability to read and interpret legislation.
Strong interpersonal and communications skills.
Ability to balance conflicting demands and lead consensus based decision making.
Demonstrate and prove ability related to microcomputer software applications and administrative systems (e.g. word processing, computerized spreadsheet applications, information input and retrieval, etc.)
Work independently and manage competing projects and timelines.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

**EMPLOYMENT OPPORTUNITY EO11-822
ACCESSIBILITY CO-ORDINATOR
(CONTRACT POSITION)**

LANGUAGE:

Excellent use of English, verbally and in writing.
French verbal skills considered an asset.

OTHER:

Physical capability to operate a vehicle safely, possession of a valid driver's licence and an acceptable driving record considered an asset.

MAIN FUNCTION: Research and develop the City of Greater Sudbury's implementation plans as required under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontarians with Disabilities Act, 2001 (ODA). Provide assistance and information to departments on matters related to accessibility and accessibility plan implementation.

DUTIES: UNDER THE GENERAL SUPERVISION OF THE EXECUTIVE DIRECTOR ADMINISTRATIVE SERVICES AND THE DAY-TO-DAY DIRECTION OF THE DEPUTY CITY CLERK:

1. Research and develop an implementation plan to ensure CGS compliance with the Integrated Standard Regulation 191/11 and any other standards under the Accessibility for Ontarians with Disabilities Act.
2. Assist in development of new policies and review of existing policies as they relate to compliance with the Integrated Standard in the three areas: Information and Communications Standards; Employment Standards; and Transportation Standards.
3. Research and write briefs, reports and presentations to inform Council and management decision making on matters related to accessibility and compliance with the AODA and ODA.
4. Initiate and lead education and outreach activities in support of departmental compliance with the legislation and legislated timeframes.
5. Monitor changes in legislation, regulations, standards, policies and best practices related to Accessibility. Revise implementation plans, as needed, to ensure compliance.
6. Serve as a first point of contact for matters related to accessibility and accessibility plan implementation.
7. Develop agenda content for and support the work of the Accessibility Advisory Panel.
8. Assist in developing and meeting content requirements for the City of Greater Sudbury's annual Accessibility Plan as required under ODA.
9. Be sensitive to the needs of both employees and citizens with disabilities. Work closely with Human Resources regarding individual accommodations as required by the Integrated Employment Standard.
10. Facilitate and manage special projects related to Accessibility as assigned.
11. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
12. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **THURSDAY, JANUARY 12TH, 2012 at 4:30 p.m.** to: **Citizen Service Centre, c/o The City of Greater Sudbury, P. O. Box 5000, Station "A", Sudbury, Ontario, P3A 5P3, Facsimile number: (705) 673-7219 or by e-mail to: hrjobs@greatersudbury.ca.** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO11-822**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.