



## The City of Kingston – Current Career Opportunity External Job Posting

Position:	<b>Accessibility Compliance Project Manager – Commissioner’s Office (Nu259)</b>		
File No.:	<b>K23-27-2010</b>	Salary Range:	<b>\$67,522.00 - \$92,183.00</b>
Hourly Rate:	<b>\$37.10 – \$50.65 per hour</b>	Probationary Rate:	
Type of Position:	<b>Full Time</b>	Length of Time:	
Hours of Work:	<b>35 hours per week</b>	Closing:	<b>March 15, 2010</b>

### POSITION SUMMARY

Reporting to the Commissioner of Sustainability and Growth you will establish and implement a corporate wide organizational change program that meets the principles of accessibility. Research, interpret and apply legislation that ensures compliance measures and best practices are used for legislated changes and in the development of policy and provision of services. Monitor provincial developments regarding the AODA standards and examine municipal implications and requirements for compliance. Create a communications strategy and adapt service to new requirements of the AODA. Prepare a project plan to implement changes necessary to ensure that directors and commissioners are aware of their responsibilities under the AODA and to prepare a resource plan for training and projects necessary to meet the AODA requirements. Provide advice to the Municipal Accessibility Advisory Committee and assist other staff on matters of AODA compliance. Directly supervise the Accessibility Coordinator. Assist with other projects related to health and safety, customer service or other corporate priorities.

### QUALIFICATIONS, COMPETENCIES

- 4 Year University Degree in social services, community development, public administration or planning
- 3 years relevant experience, preferably in a municipal environment including experience in strategic and operational planning, project management, accessibility issues, policy development, research, along with experience supervising in an unionized environment preferred
- Familiarity with the Ontarians with Disabilities Act 2001 and the Accessibility for Ontarians with Disabilities Act 2005 and related legislation
- Experience in facilitating and organizing training programs
- Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

### SKILLS, ABILITIES, WORK DEMANDS

- Ability to establish positive relationships with the public, City staff, Council, the Municipal Accessibility Advisory Committee and related organizations at local, provincial and national levels
- Excellent time management and organizational skills with an ability to multi-task
- Ability to identify barriers impeding people with disabilities from accessing public services and best practices for reducing disability related barriers and ability to analyze public policy and legislation
- Superior verbal, written, interpersonal, communication, facilitation and presentation skills
- Strong research, analytical and project management skills
- Proficient skill level in Microsoft Office – Word, Power Point and Excel
- Ability to attend meetings outside normal working hours may be required
- A satisfactory (CPIC) Criminal Reference Check will be required at own expense

---

For more information, visit our website at [www.cityofkingston.ca](http://www.cityofkingston.ca) or call our Employment Hotline at 613-546-4291.

Your resume or application must clearly demonstrate how you meet the requirements of the position. We thank all of those who apply; however, only those selected for further consideration will be contacted. The City of Kingston is an equal opportunity employer. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please apply quoting file # using one of the following methods no later than 4:30 p.m. on the closing date to: Human Resources– Recruitment. Submit either to drop-box, 310 King Street East, by mail: 216 Ontario Street, Kingston, Ontario, K7L 2Z3, fax: 613-546-1607, or by email: [hrcity@cityofkingston.ca](mailto:hrcity@cityofkingston.ca)

Distributed on February 23, 2010 by:

