



| CITY OF SANTA FE

ADA Coordinator



CITY OF SANTA FE

The COMMUNITY

Santa Fe, with a diverse population of 87,505, is the state capital of New Mexico and the 4th largest city in New Mexico. The City is well-known as a center for arts that reflects the multicultural character of the city. Santa Fe is a city unlike any other, truly living up to its tagline, “The City Different”. It has a legendary history and culture around every corner, an art scene that spans from traditional to contemporary, accommodations with a local yet world-class status, award winning cuisine that’s as eclectic as it is sumptuous, and countless experiences to encounter. Conde Nast Traveler ranked Santa Fe number 6 on its list of the best cities in the world citing its history, art and landscape.

Santa Fe’s climate is characterized by cool, dry winters, hot summers, and relatively low precipitation. The City is blessed with more than 320 days of sunshine, four distinct seasons, brilliant blue skies, and some of the purest air in the world. It is the highest elevation capital city in the United States at more than 7,000 feet. Santa Fe is part of the southern Rocky Mountain chain with over 1.6 million acres of high mountain coniferous national forest, pinon-juniper woodlands, and is at the crossroads of grass and shrub lands.

Santa Fe is served by its own airport, and has an excellent bus and rail system. Santa Fe is served by three public high schools and several college preparatory high schools. Colleges include St. John’s College, Institute of American Indian Arts, Southwestern College, and Santa Fe Community College.

City GOVERNMENT

The City of Santa Fe is a charter city governed by a Mayor-Council system. The Mayor is the Chief Executive Officer of the City and is a member of the governing body. The City is divided into four electoral districts, each represented by two councilors. Councilors are elected to staggered 4-year terms, and one councilor from each district is elected every two years. The City Manager is appointed by the Mayor and approved by the Council. The City Manager coordinates the implementation of the governing body policy decisions and the initiation of all intergovernmental operations of the City. The City Manager is responsible for directing the various departments and providing guidance in the implementation of the mandates of the governing body. Senior staff engage in collaborative leadership with the City Manager to realize Governing Body priorities.

The City is organized into various departments that include the City Clerk/Community Engagement office, Community Development, Public Utilities, Human Resources, City Attorney’s Office, Community Health and Safety, Public Works, Information Technology, Municipal Court, and the Finance Department. With more than 1400 employees, the City of Santa Fe team members are the heart of Santa Fe. They make a real difference with the work they do every day and have a hand in shaping the City.

To learn more, visit <https://www.santafenm.gov>.

ADA Coordinator

The ADA Coordinator works to maximize accessibility to the City government, services and facilities. They serve as a liaison between community members, disability advocacy groups and the City of Santa Fe, playing a crucial role in ensuring that City services and processes are accessible to all. They are knowledgeable in accessibility requirements and best practices of all aspects of City government including online material, meetings, facilities, rights of way, billing, programs, and transportation. The ADA coordinator ensures City compliance with ADA Title II, the ADA Amendments Act of 2008 and the 504 Rehabilitation Act.



The Capital of
NEW MEXICO

Priorities, Initiatives and Challenges

The following are some of the priorities, initiatives, and challenges facing the next Coordinator:

- Responds to and coordinates constituent requests for reasonable accommodations and constituent ADA grievances.
- Identifies priority accessibility improvements across City government, services and infrastructure and leads cross functional efforts to make improvements.
- Acts as staff liaison for the Mayor's Committee on Disabilities.
- Update right of way and facilities transition plans.
- Facilitates training of City leadership and staff for understanding of accessibility responsibilities and opportunities.



The Ideal CANDIDATE

EDUCATION AND EXPERIENCE

The ideal candidate will have:

1. Bachelor's degree in Public Administration, Communications, Social Work, Social or Human Services, Law or Paralegal, Disability Studies, or a related field.
2. Three (3) years of experience in an environment involving ADA Compliance, disability accessibility, reasonable accommodations, paratransit or communications or experience working with people with disabilities, older adults, or other vulnerable populations.
3. Additional experience can substitute for the education requirement.

The ideal candidate:

- Excellent communication and interpersonal skills, including written, verbal, and presentation skills.
- Thorough work habits and provides well-developed plans and progress reports.
- Thorough knowledge of and experience with ADA regulations.
- Demonstrated ability to achieve outcomes in local or state government.
- Demonstrated success at securing and leveraging federal and state funds and grants for projects.
- Demonstrated ability to set realistic expectations with constituents.
- Experience managing contracts.
- Understands infrastructure maintenance and improvement.





COMPENSATION

The City of Santa Fe offers a competitive salary and benefits package. The salary range is **\$50,000 – \$74,000** annually. Benefits including the following:

- Medical, dental, vision, life, and legal insurance for employees and dependents. The City contributes 76.5 % of the cost for medical and dental insurance.
- 12 paid holidays.
- Generous paid leave to include over 2 weeks of vacation and over 1 week of sick leave the first year of employment. The vacation and sick leave rates increase with additional years of service with the City.
- Retirement benefits through New Mexico Public Employees Retirement Association along with a deferred compensation plan.
- Flexible spending plans.
- Employer paid resources with our Employee Assistance Program, employee wellness programs, and employer paid memberships to employees and dependents to our state-of-the-art exercise, swim and ice-skating facilities.



Remote Work Policy

The City of Santa Fe has established a work from home policy allowing certain job classifications to work from home one or two days per week. This position is eligible for the remote work policy. Governing Body, Council Committee and Advisory Committee meetings are held in person, hybrid and remotely in accordance with the New Mexico Open Meetings Act.

Application and SELECTION PROCESS

The final filing date for this position is April 14, 2023. To be considered, please submit a resume, cover letter, and three work-related references who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of positions held, with beginning/ending dates.

Please go to the Santa Fe website to submit your application: <https://www.santafenm.gov>.



For further information contact:

David Niemeyer
Executive Recruiter
(916) 471-3366

E-mail: dniemeyer@cpshr.us

Website: www.cpshr.us

Resumes will be screened with consideration of the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to an interview with the consultant, following which the most qualified candidates will be invited for interviews with the City. Appointment will be contingent upon an extensive background check, pre-employment physical, and drug screen. Final selection and appointment will be made by the Public Works Director.



CITY OF SANTA FE

The City of Santa Fe is an equal opportunity, drug free,
and affirmative action employer.