



Disability Compliance Administrator
Pittsburgh, Pennsylvania



Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

Disability Compliance Administrator

Housing Authority of the City of Pittsburgh

Overview

The Housing Authority of the City of Pittsburgh (HACP) is a municipal corporation, formed under the United States Housing Act of 1937, charged with providing decent, affordable housing for low-income persons.

The Authority is governed by a seven-member Board of Directors, which establishes goals, approves policy and budgets, and provides general direction to the HACP Executive Staff.

HACP provides publicly assisted housing comprised of traditional public housing, scattered sites and Section 8. They currently house more than 20,000 Pittsburghers and manage more than 7,000 public housing units. More than half of their residents live in Section 8 housing located throughout the City of Pittsburgh. HACP provides Section 8 residents with a voucher to be used toward their rent; however, private landlords manage the properties.

HACP has rebounded to become one of the most progressive housing authorities in the nation. The Authority completed new housing developments such as Bedford Hill Apartments, the Commons at North Aiken, and Silver Lake Commons. The Authority has also set into motion the demolitions of East Hills High Rise, Auburn Towers and Broadhead Manor, as well as the new construction of Kelly Street High Rise, the Farimont Apartments and the new Louis Mason Apartment. The HACP is also positioned to redevelop the neighborhoods of Garfield Heights, St. Clair Village, and Addison Terrace.

For more information, visit: www.hacp.org

HACP's purpose is to develop and make available affordable, safe housing and help families achieve the independence they strive for. A brighter future is always within reach thanks to the commitment of HACP.

Position Summary

The Disability Compliance Administrator (DCA) is responsible for coordinating all compliance activities associated with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, including implementation of an administrative plan, coordination of agency wide activities, and submission of all reports, records and work plans.

Essential Duties and Responsibilities

The ideal **Disability Compliance Administrator** plans, develops, implements and administers a comprehensive ADA compliance program for HACP by developing and implementing policies and procedures involving disability requirements and responsibilities, establishing and enforcing compliance standards, investigating complaints, consulting with HACP administrators, staff, vendors, residents, and contractors on compliance issues and their resolution, and in educating all constituencies on the rights of persons with disabilities. To accomplish this task the DCA must:

- Plan, develop, implement, and administer a comprehensive ADA compliance program.
- Understand, interpret and apply applicable laws, policies and precedents.
- Compile data and analyze situations; translate findings into clear, concise recommendations; meet important deadlines.
- Facilitate the resolutions of employee grievances and public complaints related to ADA compliance.
- Design and manage effective control, information, and documentation systems.
- Work independently on complex assignments.
- Use sound judgment and personal initiative.
- Maintaining objectivity and freedom from prejudice.
- Monitor and control confidentiality of information according to the standards of the Privacy Act.
- Effectively communicate complex information, verbally and in writing.
- Maintain effective working relationships with all levels of HACP personnel, ADA advocates, regulatory agency representatives, business associates, and the public.



- Coordinate all compliance activities.
- Meet with department heads and their staff to review, and modify if necessary, HACP policies and procedures that impact residents and the general public.
- Work with departmental leadership in adjusting practices to maximize positive impact on persons with disabilities in all HACP housing programs, non-housing programs, and supporting services and activities.
- Collect information from all HACP Departments to monitor their performance and report to HUD and the HACP Executive Director.
- Conduct scheduled and unscheduled site visits and perform planned and ad hoc audits of practices.
- Coordinate activities of all HACP personnel who will assist in implementation of the Reasonable Accommodation policy.
- Conduct meetings and informational discussions with individuals and groups within HACP and with the larger community to enhance levels of understanding and analysis of options.
- Ensure that required milestones are met and that HACP meets all deadlines and requirements of the regulations and policies.
- With and through the Section 504/ADA Coordinator, gather information, prepare and/or review reports and develop action plans for compliance with the Reasonable Accommodation regulations.
- Utilize the Section 504/ADA Coordinator to assist in daily review and compliance activities.
- Where necessary, resolve conflicts between departments or between a department manager and the Section 504/ADA Coordinator.
- Establish a system of data reporting/collection/tracking that allows for measurement of HACP's overall progress and success on implementation items.
- Participate in the preparation, communication, training on and implementation of an approved Comprehensive Reasonable Accommodation Policy and associated policies and procedures.
- Analyze data, prepare and submit reports and records, and implement continual quality improvement directives.
- Prepare and submit monthly, quarterly, semi annual and annual reports as required and as determined by sound business practices.
- Implement adjustments to plans, policies and practices to assure success in meeting compliance requirements and organizational goals and objectives.
- Perform other duties and assume responsibility for assuring the accomplishment of HACP's goals, objectives and commitments related to providing accessible housing.

Qualifications & Experience

- Bachelor's degree in Public Administration, Management or related field with 5 years' experience required.
- Knowledge of the rules, regulations, laws and practices on accessibility to persons with disabilities, such as Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Fair Housing Act, the Architectural Barriers Act, the Uniform Federal Accessibility Standards ("UFAS") requirements and regulations implementing those statutes and applicable accessibility standards.
- Experience in providing leadership and providing services to persons with disabilities desirable. Strong oral and written communication skills are essential.
- Excellent analytical skills required.
- Excellent organizational skills and ability to motivate others required.
- Knowledge of Excel and Powerpoint.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



Pittsburgh is a city of great vitality and variety, and the remarkable renaissance in recent times has made it safe, clean, affordable and fun. Pittsburgh was recently voted "America's most livable city", by "Places Rated Almanac", with a wealth of affordable housing options in one of the nation's most diverse architectural communities. The city is the site of many major corporate headquarters, yet retains its small-town friendliness. Nestled in the Allegheny Mountains at the confluence of three major rivers (the Allegheny and the Monongahela rivers meet to form the Ohio), the "City of Bridges" abounds in natural beauty, complete with lush parks and recreational sites. Pittsburgh has recently been ranked with Honolulu among the healthiest cities in the United States.

Neighborhoods

Pittsburgh is a city where young professionals, single or married, can find a lifestyle that best fits their needs. There are parks, hiking trails, water sports, microbreweries, ethnic restaurants, clubs and quaint stores within walking or short driving distances.

Culture & Arts

As a center for culture and the arts, Pittsburgh is second-to-none for a city its size. Lovers of art, natural history, and science will appreciate the Carnegie - with its Museum of Art, Museum of Natural History, and Science Center -- plus the Phipps Conservatory, National Aviary, and Pittsburgh Zoo. Major art exhibits also include the Andy Warhol Museum, and the Mattress Factory. Pittsburgh has a rich history that can be appreciated by visiting the restored homes of Pittsburgh's Gilded Era or the Senator John Heinz Pittsburgh Regional History Center. A short drive from the city, nestled in the Laurel Highlands, is Frank Lloyd Wright's classic house Fallingwater. Pittsburgh offers rich cultural activities, including the Pittsburgh Opera, Civic Light Opera, Pittsburgh Ballet Theatre, Pittsburgh Public Theater, The Pittsburgh Arts Festival, Three Rivers Shakespeare Festival, Pittsburgh Dance Council, and Pittsburgh Dance Alloy, and many smaller local venues. There are regular professional performances by the world renowned Pittsburgh Symphony Orchestra. Internationally acclaimed ensembles perform each year under the aegis of the Pittsburgh Chamber Music Society.

An ethnically rich city, Pittsburgh has retained its neighborhoods and small communities. Each year the Pittsburgh Folk Festival brings together more than 20 nationality groups for three days of music, dancing and international cuisine.

Sports

For fans of professional sports, the city offers the major league thrills of Steelers football, Penguins hockey, and Pirates baseball. For children and adults alike, Pittsburgh boasts the Kennywood Park (one of the country's premiere amusement parks), Sandcastle water park, and the Pittsburgh Children's Museum.