

Commissioners

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**CHARLES HOLIDAY, JR.**, *Executive Director*



## ADA Compliance Officer

### Position Summary

Join the Chicago Board of Elections as an **ADA Compliance Officer!** This full-time exempt role serves as a subject-matter expert on federal and state disability laws for the Board's offices and voting locations. This position is also responsible for coordination with the Polling Place Department to achieve full compliance with the terms of the Board's consent decree regarding ADA Title II polling place accessibility.

**Salary Range:** \$70,000 - \$75,000

### Essential Duties/Responsibilities:

- Ensure Board compliance with all applicable federal and state laws regarding accessibility in the Board's offices and the voting process.
- Partner with Board staff as a subject matter expert for polling place accessibility issues.
- Work with Board staff and contractors in tracking and updating surveys of polling place locations to comply with the current consent decree.
- Research best practices and make recommendations to create, implement, and evaluate large-scale institutional policies and programs.
- Interpret and explain accessibility compliance and guidelines; and advise Board operating departments on new or modified procedures and practices.
- Provide training and/or consultative services related to ADA Title II and Title VII accessibility and/or accommodations in the workplace and the voting process.
- Collaborate and manage compliance initiatives and programs with operating departments and outside agencies.
- Other duties as assigned.

### Qualifications:

- Minimum BA degree from an accredited college or university.
- Extensive knowledge of federal and state accessibility laws and regulations, including ADA Titles II and VII accessibility standards and guidelines.
- Minimum three years of professional work experience with program development related to public accessibility standards.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Availability to work extended hours and weekends during the election cycle.
- City of Chicago residency is required.
- Compliance with the Board's mandatory COVID vaccination policy is required.

Applications for this position will be received via email and must include a résumé and cover letter. E-mail [hr@chicagoelections.gov](mailto:hr@chicagoelections.gov) and include in the subject line: **ADA Compliance Officer Position/Your Name.**

### **Equal Opportunity Employer**