

# Job Description

Position Title: Analyst 3, ADR Accessible Technology

Job Family: Information Technology

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

## Position Summary:

The ADR Accessible Technology Analyst 3 provides advanced technical expertise in the analysis, evaluation, and support of assistive technologies to ensure accessibility and compatibility with accommodation needs across the College. This position collaborates with Alternative Media staff, Program Specialists, instructional personnel, and information technology partners to assess, implement, and optimize assistive technology solutions that promote equitable access to instructional materials and institutional technology resources. The Analyst evaluates the accessibility of software, instructional content, and technology systems in alignment with applicable laws and standards, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act and WCAG guidelines. This role conducts accessibility testing, troubleshooting, and technical consultation; supports training and implementation initiatives; and contributes to the continuous improvement of accessible technology services and practices throughout the institution.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Analyzes instructional materials, software, and technology systems to evaluate accessibility and compatibility with assistive technology and accommodation needs.
2. Collaborates with faculty, staff, and information technology partners to assess, implement, and support assistive technology solutions across instructional and institutional environments.
3. Evaluates assistive technology tools, instructional technologies, and software applications to determine accessibility, functionality, and effectiveness for users with disabilities.
4. Provides technical expertise and consultation regarding assistive technology, accessibility standards, and inclusive design practices to faculty, staff, students, and administrators.
5. Conducts accessibility testing, troubleshooting, and technical analysis of software, hardware, and technology platforms to identify issues and recommend improvements.
6. Supports the implementation and optimization of assistive technology systems, including configuration, integration, and functional testing.
7. Recommends equipment and software acquisitions, develops specifications, and assists with procurement processes related to assistive technology resources.

8. Collaborates with Alternative Media staff and related personnel to support accessible media production, transcription coordination, and course accessibility initiatives.
9. Develops and delivers training and instructional resources related to assistive technology and accessibility for students, faculty, and staff.
10. Researches emerging assistive technologies, accessibility trends, and best practices to support continuous improvement of services and institutional accessibility efforts.
11. Collects, analyzes, and maintains data related to assistive technology services, accessibility testing, and operational performance to support reporting and decision-making.
12. Participates in projects and initiatives related to accessible technology implementation, system improvements, and process enhancements.
13. Assists in developing workflows, procedures, and operational practices that improve efficiency and service delivery for accessible technology support.
14. Supports institutional accessibility efforts by collaborating with cross-functional teams and contributing technical expertise to accessibility initiatives.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of assistive technology, digital accessibility standards, and inclusive design practices.
3. Knowledge of current and emerging technology, software, and equipment relevant to accessibility and assistive technology services.
4. Knowledge of project management principles and practices.
5. Skill in effective communication (both written and oral).
6. Skill in analyzing data and drawing conclusions.
7. Skill in organization, coordination, and management.
8. Skill in current and applicable hardware, software, and peripheral equipment.
9. Skill in problem solving.
10. Skill in positive, productive, and flexible customer service.
11. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
12. Ability to develop and maintain effective and positive working relationships.
13. Ability to operate relevant equipment required to complete assigned responsibilities for the position.
14. Ability to adapt to changing priorities and manage multiple projects simultaneously. Ability to adapt to a rapidly changing technical environment

## Supervision:

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
  - Master's degree in a related field of study preferred.
  - Three (3) to Five (5) years of experience
  - Five plus (5+) years of experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate

office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### **Special Conditions of Employment:**

- Some evening and weekend work hours.
- Pre-employment Background Check Required