**Sacramento County Disability Advisory Commission (DAC)**

**Member Job Description**

**Title:** Commissioner

**Membership Prerequisites:**

1. An applicant must attend at least one regular Disability Advisory Commission (DAC) meeting and one meeting of the Physical Access Subcommittee or Programs & Services Access Subcommittee within 6 months before applying for membership on the DAC.
2. Thirteen of the 17 DAC members shall be voting members and shall be persons who reside in Sacramento County or are primarily employed in the disability field within Sacramento County.
3. The composition of the voting members of the Commission shall include members drawn from people with disabilities or their immediate families, organizations serving or representing people with disabilities, and from the general public who have an interest in and/or knowledge about disability issues with a broad community perspective.
4. Qualifications to be considered for appointment as a voting member on the DAC include the following:
	* An interest in and knowledge of disability issues as they impact the unincorporated area within the County of Sacramento; and
	* Active involvement as a leader in the disability community; and
	* A combination of education, experience or training that would enable each member to provide a meaningful contribution in any of the following areas: leadership, advocacy, employment, rehabilitation, interpretation of architectural drawings, housing access, legal process of compliance, consultation in the use of assistive technology, the interpretation and formulation of legislation, planning and program development, budget analysis, personnel management, community resources development, as well as a practical understanding of the Americans with Disabilities Act (ADA) Accessibility Standards and the California Code of Regulations Title 24 Accessibility Standards.
	* Additionally, a DAC member should have practical knowledge and understanding of the Americans with Disabilities Act (ADA) of 1990, amended; Rehabilitation Act of 1973, amended; California Civil Codes; and other disability civil rights laws.
	* At least 51% of the voting members shall be people with disabilities. Disability is defined as 1) A physical or mental impairment that substantially limits one or more major life activities, or 2) has a record of having or is regarded as having such an impairment.
5. Four of the 17 Commission members shall be ex-officio, non-voting members. The ex-officio members shall be Directors of County Departments and shall be representative of a broad spectrum of County programs and services relevant to issues consistent with the stated mission of the Commission.

**Essential Requirements for Participation:**

1. Attend a majority of all Regular and Special DAC meetings as well as their respective Subcommittee meetings each calendar year. Attendance is defined as being present for more than half the meeting.
2. Arrive at all DAC and subcommittee meetings **on-time**.
3. Attire in business casual (no shorts, flip flops, etc.) for all DAC and subcommittee meetings.
4. Select one DAC subcommittee to officially serve on.
5. **Read meeting packets, including staff reports, prior to all DAC and subcommittee meetings (come prepared).**
6. Be prepared to actively participate in meetings.
7. Participate in all DAC training offerings and applicable site visits.

**Duties and Responsibilities:**

1. Assist/advise the Sacramento County Board of Supervisors, County Execs Office, department heads and staff accordingly by recommending relevant policies and procedures.
2. Assist in the development of resources for Sacramento County.
3. Assist in improving public relations through linkages with organizations of and for people with disabilities, civic, business, and other community representatives for enhanced support of disability access.
4. Assist in mobilizing the community, including community leadership, for activities sponsored by Sacramento County.
5. Provide advice to County Board of Supervisors, County Execs Office, department heads or staff accordingly on specific County programs, services, activities, and facilities.
6. Advise Sacramento County departments how to make Countywide accessibility improvements.
7. Provide a communication link between Sacramento County and key stakeholder groups whose interests are representing people with disabilities.
8. Represent County interest areas for people with disabilities.
9. Assess and contribute to County plans, including strategic planning documents, organizational initiatives, and other documents related to the provision of accessible programs, services, activities, and facilities for people with disabilities.

**Required Qualifications:**

1. Interest and knowledge of disability civil rights issues as they impact people with disabilities.
2. Active leadership involvement in the disability communities.
3. Combination of education, experience, and/or training that would enable each member to provide a meaningful contribution in such areas as:
4. Disability civil rights laws and access regulations.
5. Legal process of compliance with applicable disability civil rights laws and regulations.
6. Research and review of architectural-related ordinances and policies.
7. Consultation in web accessibility and the use of assistive technologies.
8. Interpretation and formulation of policy, planning, program, and community resources development.
9. Budget analysis.
10. Service animal issues and laws.

**Knowledge, Skills, and Abilities:**

1. Ability to represent and understand the expression of ideas and opinions of groups important to the function of Sacramento County.
2. Ability to act as a conduit for information between various constituencies and Sacramento County Board of Supervisors, County Execs Office, department heads and staff accordingly.
3. Ability to offer constructive ideas and suggestions for bettering or developing programs and services.
4. Ability to actively strive for consensus and conclusion on issues.
5. Demonstrated ability to work cohesively as a “think tank” to address issues and problems, and design ideas and strategies.
6. Knowledge and understanding of the basic tenets of the Americans with Disabilities Act of 1990, amended; Rehabilitation Act of 1973, amended; California Civil Codes; and other disability civil rights laws, as to their roles in the provision of local government programs, services, and activities.
7. Past/current experience related to working with people with disabilities.
8. Knowledge of the challenges counties, such as Sacramento County, face in ensuring full and equal access to their programs, services, activities, and facilities for people with disabilities.