STOP DWI AND TRAFFIC SAFETY PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and coordinating work involving responsibility for developing and implementing policies and procedures for the operation of the Rockland County Stop-DWI program and the County's traffic safety programs, especially as they pertain to Stop-DWI matters. This program is designed to prevent and reduce alcohol-related traffic accidents and resultant injuries and fatalities, and functions in accordance with Article 43-A, Section 1678, of New York State Vehicle and Traffic Law. The work is performed under the direction of the County Executive and in accordance with relevant laws, rules and regulations. Supervision is provided to a small number of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:
Develops and implements policies and procedures related to the prevention of DWI incidents, and general traffic safety projects;
Provides training and educational materials to local schools and other interested parties and agencies;
Prepares press releases and conducts media campaigns and discussions to promote general public awareness and encourage community support for alcohol and general traffic safety programs;
Establishes and maintains liaison with the courts and various agencies (e.g. Probation, Law Enforcement, Mental Health) to coordinate the availability of treatment programs for DWI offenders;
Works closely with local police and Sheriff's department to coordinate DWI enforcement and sobriety checkpoints;
Compiles data and prepares reports on alcohol-related accident arrests, dispositions, suspensions and fines collected by the County, as required by regulatory agencies;
Evaluates and monitors the Stop/DWI program to assess the program's effectiveness, and makes recommendations for change, when appropriate;
Maintains an account of all monies received and extended, and submits an estimate of funds needed to continue the County's Stop-DWI and traffic safety program, as needed;
Prepares orders for the purchase of materials and equipment;
Coordinates Victims' Impact Panel;
Oversees office procedures and routines;
Reviews, analyzes and responds to correspondence;
Conducts research for the Traffic Safety Board and assists in policy formulation, problem identification and program evaluation;
Prepares a variety of reports related to traffic safety and the operation of the Traffic Safety Board;
Represents the Traffic Safety Board at a variety of meetings, seminars, etc.;
May recommend and apply for a variety of available grants.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of alcohol-related traffic safety practices; thorough knowledge of the principles and methods of community outreach; thorough knowledge of the principles and techniques of education as related to public program education; good knowledge of local, state and federal agencies involved in traffic safety, including those agencies responsible for review and approval of grant applications; working knowledge of the principles and practices of traffic safety, including applicable state and federal rules and regulations; ability to plan, coordinate and direct a Stop/DWI and general traffic safety program; ability to write effective grant applications; ability to establish and maintain cooperative relations with the public, community leaders and law enforcement officials; ability to communicate effectively, both orally and in writing; ability to compile and analyze data especially related to the Stop/DWI program.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher <u>and</u> four (4) years of paid work experience in a traffic or vehicle safety program, at least two (2) years of which must have included supervisory, managerial, or coordinating duties as the primary function of the position.

NOTE: Additional years of the general experience described above may be substituted for the Bachelor's degree on a year-for-year basis, up to four (4) years.

R.C.D.P.   (09.07.2010)   05.04.2015
Non-competitive (Confidential/Policy influencing)