

STOP/DWI PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the administration of the County Special Traffic Options Program for individuals convicted of alcohol or drug-related traffic offenses. The incumbent assists in coordinating efforts of County agencies, municipal departments and community organizations to reduce alcohol and drug-related injuries and fatalities by improving law enforcement and adjudication and promoting traffic safety education and driver rehabilitation. Work is performed under the general direction of the Supervising STOP/DWI Program Coordinator in accordance with policies and procedures established by the State Commissioner of Motor Vehicles. The STOP/DWI Program Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the development and implements a Special Traffic Options Program for individuals convicted of driving while intoxicated;
- Addresses community groups on traffic safety problems and on the Special Traffic Options Program for offenders;
- Coordinates efforts by the County, municipal departments, and community organizations engaged in traffic safety, law enforcement, adjudication, rehabilitation, and preventive education;
- Provides data and assistance to local officials in the formulation and execution of alcohol and drug-related traffic safety programs;
- Studies alcohol and drug-related traffic safety problems within the County and proposes changes in rules, orders, regulations, and laws as corrective measures;
- Promotes traffic safety education for drivers;
- Compiles and analyzes data on alcohol and drug-related accidents, arrests, and convictions for research, educational, and informational purposes;
- Assists in the preparation of the annual report for the County Legislature accounting for all monies received and expended for the program;
- Assists in the preparation of the annual budget requests for program;
- Assists in preparation of the annual report for the Commissioner of Motor Vehicles assessing the effectiveness of the program including recommendations for expansion and improvement;
- Assists law enforcement agencies and the courts in processing applications and determining eligibility for program participation;
- Evaluates existing alcohol and drug-related treatment and rehabilitation programs within the County to eliminate duplication of services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the Special Traffic Options Program; good knowledge of the New York State Vehicle and Traffic Law as it relates to the operation of a motor vehicle while under the influence of drugs or alcohol; working knowledge of the principles and practices of alcohol and drug abuse education; working knowledge of the personal and social problems related to alcohol and drug abuse; public speaking ability; ability to follow oral and written instructions; ability to prepare and present oral and written reports; ability to review and administer STOP/DWI funding applications; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with at least an Associate's Degree in psychology, sociology, counseling, human services or resources, criminal justice, communication, business or public administration;

OR

- B. Two years of full time experience in individual or group counseling, law enforcement, highway safety education, business or public administration, public relations, or the part-time equivalent;

OR

- C. Possession of Alcohol Counselor credentials issued by the New York State Division of Alcoholism and Alcohol abuse;

OR

- D. An equivalent combination of training and experience as defined by the limits of A, B, and C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 2/27/86