

STOP-DWI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of administrative duties as outlined in Section 1197 and Article 43 of the New York State Vehicle and Traffic Law, under the direction of the District Attorney. The incumbent will oversee and deliver STOP-DWI and Traffic Safety Board programs, maintaining detailed records and reports as required. Work is performed with wide leeway for the use of independent judgment in ordering tasks and accomplishing assignments. Related work may be required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Researches and receives requests from local, County and State sources to administer special programs and assist in writing grant applications;  
 Meets with special committees and organizations to identify problems and recommend action;  
 Develops program guidelines and evaluates programs for their effectiveness;  
 Keeps detailed cost records relative to all associated programs following county and state procedures;  
 Develops public information and education programs;  
 Reports to District Attorney and makes suitable recommendations;  
 Performs other work as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of research and principles, practices and procedures for administering special programs and making grant applications; good knowledge of public administration; good knowledge of STOP-DWI program objectives; ability to develop and disseminate public information material; ability to present ideas clearly and effectively both orally and in writing; ability prepare and maintain accurate statistics, reports and records; ability to analyze statistical data and work with computer spreadsheets; ability to develop budget estimates and track expenditures as required by state Governor's Traffic Safety Committee oversight; ability to establish satisfactory working relationships with others; ability to work with community and governmental committees and provide good judgment; ability to give public speeches and presentations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a New York State registered or regionally accredited two year college with an Associate's Degree; or
2. Graduation from high school or possession of a high school equivalency diploma and two years experience in researching grant proposals, preparing public relations material or professional planning; or
3. An equivalent combination of training and experience as noted by the limits of (1) and (2) above.

REVISED: OCTOBER 29, 2010

CIVIL SERVICE CLASSIFICATION: COMPETITIVE