

## **STOP - DWI COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves overseeing and coordinating a multifaceted program intended to reduce alcohol related traffic fatalities and injuries. This involves the coordination of various units of local government as well as community groups, civic organizations, public and private agencies, and industries to develop a comprehensive effort in combating the drunk-driving problem. The work is performed under the general direction of the Deputy County Executive - Physical Services. Supervision is exercised over a small number of subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, initiates and directs a comprehensive STOP-DWI program designed to enhance local efforts to prevent drunk-driving;

Establishes and maintains liaison with representatives of public and private organizations, and governmental agencies to facilitate understanding, acceptance and participation in the STOP - DWI program;

Coordinates efforts of interested parties and agencies engaged in alcohol and traffic safety, law enforcement, adjudication, rehabilitation and education;

Develops a large multifaceted yearlong print and electronic public relations/education campaign to promote the STOP-DWI message;

Plans, initiates and directs large community events such as the Danielle Run, Chris Thater Memorial and STOP-DWI Holiday Classic to further promote the message of the STOP-DWI Program;

Speaks to various community groups about the goals and objectives of the STOP-DWI program and generally disseminates information to the public with bulletins, news releases and contact with the media;

Develops methods and procedures necessary for monitoring, analyzing and evaluating the Criminal Justice System's effectiveness in dealing with DWI as well as the STOP-DWI Program's response to those areas of need;

Submits a comprehensive program plan to the County Legislature together with recommendations for funding of activities to that plan;

Writes grants and sponsorship proposals to secure funding from the public and private sector sources including state and federal agencies, foundations and the private sector;

Develops and coordinates SADD activity in Broome County, serving as the lead agency and resource center for this national program;

Studies alcohol related traffic safety problems in the County and recommends to private legislative bodies, departments or commissions of such changes, rules, orders, regulations and existing law as the Coordinator may deem advisable;

Analyzes, studies, and interprets statistics and data such as arrests, convictions and accidents for educational, research, and informational purposes;

Prepares and interprets a wide variety of records and reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the New York State Vehicle and Traffic Law, Criminal Procedure Law and Penal Law;  
Thorough knowledge of how to develop and initiate a comprehensive public relations campaign including knowledge of the print, radio and television mediums from both an educational and commercial standpoint;  
Good knowledge of event management practices as well as state, county and municipal event procedures;  
Good knowledge of the sponsorship proposal and grant writing process as applicable to either the public or private sector organizations;  
Good knowledge of practices and procedures of law enforcement, prosecution, probation, courts, corrections and community based education and treatment services in dealing with traffic violations involving alcohol/drug use and abuse;  
Good knowledge of local laws and ordinances concerning traffic safety;  
Good knowledge of administrative practices and procedures;  
Working knowledge of Federal, State and local government functions and relationships;  
Skill in analyzing and interpreting data related to the program;  
Ability to plan, organize and coordinate activities dealing with traffic safety in relation to alcohol/drugs use;  
Ability to supervise the work of others;  
Ability to establish and maintain effective working relationships with local officials;  
Ability to communicate effectively both orally and in writing;  
Good judgement;  
Initiative and resourcefulness;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in human services, political science/government, public administration, business administration, public health, criminal justice or a related field and 3 years of related experience; OR
- B) Graduation from high school or possession of an equivalency diploma and 7 years experience in human services, public administration, public health or criminal justice; OR

C) An equivalent combination of training and experience as described between the limits of A), B), and C) above.

NOTE: Education beyond the Bachelor's Degree in the specified areas may be substituted for experience on a year for year basis.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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                  Revised 10/26/21

NON-COMPETITIVE