

## **PUBLIC SAFETY PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for establishing, overseeing, and coordinating a County-wide emergency management program to promote school safety and reduce traffic violations related to the illegal passing of a stopped school bus as well as coordinating a multifaceted program intended to reduce alcohol related traffic fatalities and injuries. The incumbent will raise awareness of the need for compliance with the Stop-Arm legislation as well as educate the public about the contents of the legislation to ensure school children's safety. This work also 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. Work is performed under the general direction of the Director of Emergency Services or the Deputy Director of Emergency Services. Supervision is exercised over subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Creates a County-wide safety program to ensure safety for school age children;

Promotes school bus safety through education and enforcement efforts;

Establishes and maintains liaison with local government agencies, School Districts, local municipal courts, community groups, private and public organizational stakeholders to facilitate understanding, acceptance and participation in the programs;

Coordinates and implements public relations education, as well as training programs for School Districts, staff, students, and the public;

Develops a large multifaceted year-long public relations/education campaign using a variety of media outlets to promote the STOP-DWI and school safety programs;

Establishes and maintains liaison with local law enforcement agencies, local municipal courts, County vendor, New York State School District, and other financial stakeholders to coordinate the necessary accounting associated with Stop Arm camera violation fine remittances;

Establishes and maintains liaison with the Stop Arm camera vendor in coordination with participating school districts for equipment, training, and related needs;

Evaluates and analyzes program data to maximize overall effectiveness;

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Coordinates a County-wide school safety and emergency management program to facilitate communication between school districts, their chief emergency officers and Broome County Emergency Services;

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

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

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:**

Working knowledge of New York State vehicle and traffic law, Penal law, criminal procedure law and the Broome County charter

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and code;

Working knowledge of the practices and procedures of law enforcement, prosecution, courts, administrative practices and procedures;

Good knowledge of the Federal, State, local government and school district functions and relationships;

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;

Thorough knowledge of principals and practices of emergency management programs, including program coordination;

Thorough knowledge of the components of the New York State Stop-Arm legislation,

Good knowledge of the process of planning, organizing, and coordination of a school safety program;

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 administrative practices and procedures;

Skill in analyzing and interpreting data related to the programs;

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;

Ability to communicate effectively both orally and in writing;

Ability to prepare a variety of reports and statistical data;

Resourcefulness; Initiative; Good judgment; Tact; Creativity; Courtesy; Initiative;

### **MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and either:

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- 1) One year of experience in planning and/or implementing an Emergency Services or public safety program; OR
- 2) One year of experience as a Police Officer\* and successful completion of the Municipal Police Training Council's Basic Course of Police Officers, or its equivalent; OR
- 3) One year of experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Training Council's Basic Course for Peace Officers or its equivalent; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Associate's degree and either:

- 1) Three years of experience in planning and/or implementing an Emergency Services or public safety program; OR
- 2) Three years of experience as a Police Officer\* and successful completion of the Municipal Police Training Council's Basic Course of Police Officers, or its equivalent; OR
- 3) Three years of experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Training Council's Basic Course for Peace Officers or its equivalent; OR

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

\*Must be a New York State certified Police Officer, with permanent status gained exclusively through an appointment from a New York State Police Officer eligible list as defined by Section 58(3) of New York State Civil Service Law

**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.