

STOP-DWI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Duties involve responsibility for planning and administering the County Special Traffic Options Program for individuals convicted of alcohol-related offenses. Coordinates efforts of law enforcement agencies, the judicial system, and community agencies in attempting to reduce alcohol-related injuries and fatalities by improving apprehension and prosecution of those involved in alcohol related offenses as well as promoting rehabilitation of the offender in addition to promoting traffic safety education with an emphasis on removing the drunken driver from the highway.

TYPICAL WORK ACTIVITIES:

- Formulates a special traffic options program for driving while intoxicated and coordinates efforts of interested parties and agencies engaged in alcohol traffic safety, law enforcement adjudication, rehabilitation and preventive education;
- Receives proposals from county, town, village agencies or non-governmental groups for activities related to alcohol traffic safety and to submit them to the county board of legislators together with recommendations for founding of the activity if he deems it appropriate;
- Cooperate with and assist local officials within the county in the formulation and execution of alcohol traffic safety programs, including law enforcement adjudication, rehabilitation, and education;
- Study alcohol traffic safety problems within the county and recommend to the county legislature, departments, such changes in rules, orders, regulations, and existing laws as the coordinator may deem advisable;
- Promote alcohol traffic safety education for drivers;
- Obtain and assemble data on alcohol-related accident arrests, convictions and accidents and to analyze, study, and consolidate such data for educational, research and informational purposes;
- Prepares annual budget and reports for the county legislature, accounting for monies received and expended for the program;
- Develops contacts with mass media including radio, publicizing the hazards of drinking and driving and legal implications involved;
- Evaluates with assistance and guidance of the STOP-DWI Committee existing alcohol treatment and rehabilitation program effectiveness contracted by the county to suggest ways to eliminate duplication of services;
- Addresses community groups and agencies on alcohol traffic safety;
- Prepares a variety of records, reports and correspondence related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of program management as they relate to the Special Traffic Options Program; good knowledge of the Vehicle and Traffic Law as it relates to the operation of a motor vehicle while under the influence of alcohol; working knowledge of promotional, public relations and educational techniques relating to an on-going

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alcohol abuse program; working knowledge of the personal and social problems related to alcohol abuse; ability to speak before groups effectively; ability to prepare and present oral and written reports clearly and concisely; ability to plan, develop and coordinate a county-wide DWI Program; ability to interpret Federal, State and local laws, rules and regulations affecting drinking and driving; ability to secure the cooperation of others; 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 and two years of alcohol or drug abuse counseling experience or in administering driving training programs, or in traffic safety law enforcement, or in the judicial system dealing with the problems of drinking and driving; or
- b) Graduation from a regionally accredited or New York State registered two year college with an associate degree and four years of experience as described in (a) above; or
- c) Six years of experience as defined in (a) above; or
- d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

NOTE: Possession of a master's degree from a regionally accredited or New York State registered college of university may be substituted for one year of the required experience.