

STOP/DWI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the coordination of County's Special Traffic Options Program (STOP) with 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. The work is performed under rules and regulations of § 1197 of the Vehicle and Traffic Safety Law and under the general direction of the Public Safety Committee of the Board of Supervisors. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Implements a Special Traffic Options Program (STOP) with County(ies), municipal departments and community organizations engaged in alcohol traffic safety and preventive education, as well as law enforcement, adjudication, rehabilitation for individuals who have been convicted of driving while intoxicated; Provides data and assistance to local officials in the formulation and execution of alcohol and drug-related traffic safety problems within the County and proposes changes in rules, orders, regulations and laws as may seem advisable; Compiles data on alcohol and drug-related accidents, arrests and convictions for research, educational, and informational purposes; Prepares annual report for the Board of Supervisors accounting for all monies received and expended for the program; Prepares annual budget requests for program; Prepares annual report for the Commissioner of Motor Vehicles assessing the effectiveness of the Program including recommendations for the expansion and improvement; Receives proposals from County, town or village agencies or non-governmental groups for activities related to alcohol traffic safety and submits them to the County Legislature for consideration and approval; Address community groups on the Special Traffic Options Program; Prepares a variety of records, reports and correspondence related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of the principles and practices of program management as they relate to 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; ability to speak before groups effectively; ability to prepare and present oral and written reports; ability to plan, develop and coordinate a county-wide STOP/DWI program; ability to gain the cooperation of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associates degree human services, criminal justice, business or public administration; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two years, experience in alcohol or drug abuse counseling, or in administering driving training programs, traffic safety law enforcement, or in the judicial system dealing with the problems of drinking and driving, or in Business or Public Administration ; OR
- C. Graduation from high school or possession of a high school equivalency diploma and Four years of law enforcement/criminal justice experience.
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience on a year for year basis.

Adopted 1/18/84

Revised 5/23/03; 3/21/11; 5/20/11