

STOP DWI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for administering the County Special Traffic Options Program for individuals convicted of alcohol-related offenses. The DWI Coordinator coordinates efforts of county and local agencies and community organizations in attempting to reduce alcohol-related injuries and fatalities by improving law enforcement and adjudication, and promoting traffic safety education and driver rehabilitation. The work is performed under the general direction of the Chairperson of the County Legislature in accordance with policies and procedures approved by the County Legislature and the Commissioner of Motor Vehicles. Supervision may be exercised over subordinate personnel assigned to the program. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops and implements a Special Traffic Options Program for individuals convicted of driving while intoxicated;
- Coordinates efforts by the County, and local agencies and community organizations engaged in alcohol traffic safety, law enforcement, adjudication, rehabilitation and preventive education;
- Provides data and assistance to local officials in the formulation and execution of alcohol-related traffic safety programs;
- Studies alcohol-related traffic safety problems within the County and proposes such changes in rules, orders, regulations and laws as may seem advisable;
- Promotes traffic safety education for drivers;
- Compiles and analyzes data on alcohol-related accidents, arrests and convictions for research, educational and informational purposes;
- Prepares annual report for the County Legislature 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 expansion and improvement;
- Evaluates existing alcohol treatment and rehabilitation programs within the County to eliminate duplication of services;
- May address community groups on alcohol traffic safety problems and on the Special Traffic Options Program for offenders.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND 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 the principles and practices of alcohol abuse education; working knowledge of the personal and social problems related to alcohol abuse; ability to address groups effectively; ability to prepare and present complex oral and written reports clearly and concisely; ability to secure 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 two year college with an Associate degree;

Or (B) Two years of experience in alcohol or drug abuse counseling, administering driving training programs, traffic safety enforcement or working in a STOP DWI program;

Or (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.