

PROGRAM COORDINATOR (STOP DWI)

08350
(Non-Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for supervising and coordinating a program to reduce traffic injuries, fatalities and property damage in Onondaga County.

The incumbent is responsible for all aspects of the DWI (Driving While

Intoxicated) and STOP DWI programs of the District Attorney's Office including representing the District Attorney on certain boards, committees, sub-committees

and/or councils relative to issues of alcoholism, traffic safety, DWI programs and

public education on drug/alcohol abuse, etc. The incumbent also acts as advisor to community groups, providing assistance in sponsoring and/or organizing

alcohol free events. General supervision is received from an administrative

supervisor in the District Attorney's Office who allows the incumbent the exercise of independent judgment and initiative in areas of program administration.

Supervision is exercised over a small program staff. Does related work as required.

TYPICAL WORK ACTIVITIES

Formulates a specific traffic option program for Driving While Intoxicated;

Assists local officials within Onondaga County in the formulation and execution of an alcohol traffic safety program;

Receives and reviews contract proposals from agencies within Onondaga County regarding program funding;

Prepares and oversees program budget;

Prepares statistical and financial reports as well as the Annual Program Plan;

Develops and prepares educational handout material for community awareness programs;

Supervises subordinate personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of New York State Vehicle and Traffic Law;

Good knowledge of local laws, ordinances, etc. concerning traffic safety;

Good knowledge of practices and procedures of law enforcement agencies and the courts dealing with traffic violations involving alcohol abuse;

Good knowledge of administrative practices and procedures;

Working knowledge of federal, state and local government functions and their relationships;

Ability to plan, organize and coordinate activities dealing with traffic safety in relation to alcohol abuse;

Ability to present material effectively both orally and in writing;

Ability to supervise the work of others;

Ability to organize and conduct an effective statistical research program;

Good judgment; tact; resourcefulness and initiative;

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 Master's Degree in social work, psychology, rehabilitation counseling, or a field closely related and (one) 1 year of full time professional level post baccalaureate degree work experience, or its part-time equivalent, in the field of alcohol, and/or drug abuse services; or,
- B. Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate Degree in social work, psychology, rehabilitation counseling, or a field closely related and two (2) years of full time work experience, or its part-time equivalent, in the field of alcohol, and/or drug abuse services; or,
- C. Six (6) years of full-time professional or paraprofessional work experience, or its part-time equivalent, in the field of social work, psychology,

rehabilitation counseling, or a field closely related two (2) years of which must

have been at a professional level; or,

D. An equivalent combination of the training and experience as defined by the limits of A, B, and C above.

5/93 Revised