

STOP DWI PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a moderately complex nature involving all phases of the STOP DWI program. Responsibilities include administration, implementation and evaluation of the STOP DWI Program, which functions in accordance with the New York State Vehicle and Traffic Law to prevent and reduce alcohol-related traffic accidents and resultant injuries and fatalities. Additionally, incumbent assists STOP DWI Program Coordinator in annual program planning and development, as well as annual budget preparation. Work is performed under general supervision of the STOP DWI Program Coordinator. Supervision of others is not normally a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the STOP DWI Program Coordinator in preparing annual STOP DWI Program plan and annual program budget submittal for the County;
Assists the STOP DWI Program Coordinator in promoting alcohol-related traffic safety by developing and providing training and educational materials to interested parties and agencies;
Assists the STOP DWI Program Coordinator in maintaining liaison and close working relationships with the courts, probation, police and mental health departments to ensure an adequate availability of treatment programs for Driving While Intoxicated offenders;
Compiles data and prepares reports on alcohol-related accident arrests, dispositions, suspensions and fines collected by the County, as required by regulatory agencies;
Helps monitor the STOP DWI Program to assess the program's effectiveness, making recommendations, when appropriate, for expanding and improving related projects;
Maintains an account of all monies received and expended and submits an estimate of funds needed to carry out the purpose of the program;
Develops and implements office procedures and routines;
Reviews, analyzes and replies to correspondence;
Attends meetings representing the STOP DWI Program Coordinator;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of alcohol-related traffic safety practices; working knowledge of the principles and techniques of education as related to public program education; working knowledge of the principles and methods of community organization and group work; ability to assist with the planning, coordinating and directing of the STOP DWI Program; ability to establish and maintain cooperative relations with the public; ability to communicate effectively both orally and in writing; ability to compile and analyze data relating to the STOP DWI Program.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree in English, Speech, Communications, Administration, Education or related degree; or
- b) Graduation from high school or possession of a comparable diploma and two (2) years experience in either public relations, advertising, community relations, administration or education; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.