

Department: Mental Health
Classification: Non-Competitive
Grade: 12

SPEC DISK B1
DOCUMENT 57

STOP DWI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for developing and implementing the County Stop DWI Program for individuals convicted of alcohol-related offenses. The incumbent coordinates efforts of county and local police and court 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 following program guidelines. The work is performed under general direction in accordance with policies and procedures approved by the County Stop DWI Advisory Board, County Board of Supervisors and the State 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: (Illustrative only)

Develops and implements a program for individuals convicted of driving while intoxicated;
Conducts workshops, seminars and conferences emphasizing alcohol and driving safety;
Coordinates efforts by the County and local agencies and community organizations engaged in alcohol programs, drinking driver programs, 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 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, particularly as related to drinking and driving;
Compiles and analyzes data in conjunction with Traffic Safety Board and other agencies on alcohol-related accidents, arrests and convictions for research, education and informational purposes;
Develops contacts with mass media, including TV and radio publicizing the hazards of drinking and driving and legal implications involved;
Prepares annual budget and reports for the County Board of Supervisors accounting for monies received and expended for the program;
Works with area educational institutions and industries developing programs designed to prevent or reduce drinking and driving;
Addresses community groups and agencies on alcohol traffic safety problems and on the Stop DWI Program for offenders;
Prepares a variety of records, reports and correspondence related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of program management as they relate to the Stop DWI 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 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: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree and two years of

alcohol or drug abuse counseling experience, administering driving training programs, 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 college or university with an associate degree and four years of experience as defined in (a); or

(c) Six years of experience as defined in (a); or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTE: Possession of a masters degree from a regionally accredited or New York State registered college or university or one year experience in public education or public relations may be substituted for one year of the required experience.