

STOP DWI/ TRAFFIC SAFETY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for administering and coordinating all aspects of the County's STOP DWI and Traffic Safety programs. The purpose of this position is to educate and advocate for the removal of impaired drivers from roads and to promote traffic and highway safety for drivers, pedestrians, and bicyclists. Responsibilities of the incumbent include program planning and evaluation, developing program goals and objectives, researching and securing Federal, State, local and private funding, grant administration, budgeting and public education, as well as administering the day to day activities of the programs. The incumbent will work with and coordinate the activities of various municipal boards, committees and organizations dedicated to STOP DWI, impaired driving and traffic safety programs. Contacts are within the County administration, other County departments involved with related programs, with members of various municipal boards, committees and organizations, with law enforcement organizations, with members of public, private and non-profit sector organizations involved in related programs, and with the media and general public. Work is performed under the general supervision of a higher level employee. Supervision is exercised over subordinate staff. Work outside of the normal working hours, including evenings and weekends, is required.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and type of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides support to the various designated municipal boards and committees involved in STOP DWI, impaired driving and traffic safety programs, including policy and program development, development of program goals and objectives, awarding and allocation of funds, evaluation of programs' effectiveness and achievements, maintenance of organization records and meeting minutes and notes, and development and presentation of educational and public information materials;
2. Administers and supervises the staff and daily activities of the County's STOP DWI and traffic safety programs, including program implementation and evaluation, maintenance of financial and other records, and preparation of program plans and reports, including progress and summary reports on an annual and other periodic basis;
3. Administers the County's programs involving STOP DWI and traffic safety, including program planning, researching and evaluating alternative programs, setting goals and objectives for programs, and establishing outcome measurements to evaluate programs;
4. Prepares budgets for programs and monitors and maintains budget and financial records on expenses and expenditures;
5. Researches and applies for grants and other available funding sources, administers grants and funds received, including developing program plans and goals, maintenance of financial records, and preparing reports on program progress and results, and administers and monitors grants received and awarded;
6. Assists the various municipal boards with, or personally responsible for, the development and review of requests for proposals, the allocation of funds awarded, the monitoring and evaluation of program services, including on-site visits, and the preparation of required reports;
7. Participates in various organizations, associations and on various committees as a representative of the County and the various designated municipal boards and committees;
8. Prepares a variety of media releases and announcements, educational, training and public informational materials for distribution to the media, public and special groups, and for presentations by the employee or for use by other.

STOP DWI/ TRAFFIC SAFETY ADMINISTRATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Federal, State, and local agencies, and private and non-profit programs and resources involved in STOP DWI and traffic safety programs, to ensure the County develops and provides the most effective programs possible and to ensure the County obtains the maximum financial resources available through grants and other funding sources;
- Knowledge of administrative principles and practices necessary to administer County programs, including program planning and evaluation, development and maintenance of budgets and financial records, the preparation of written reports, and the supervision of subordinate staff;
- Knowledge of grant administration principles and processes, including the knowledge of available resources or the methods to research them, the development of requests for proposals, the award process and development of contracts to implement grants and awards, and the administrative procedures to process payments on grants, typically based on results achieved;
- Knowledge of the techniques required to prepare materials for media releases, informational and educational brochures, and for the development of presentations to special groups and the general public;
- Ability to work with and maintain effective relationships with various groups, boards and committees in a cooperative and effective manner to ensure activities of the various groups are effective and directed toward defined goals and objectives;
- Ability to communicate effectively, both orally and in writing, with a variety of individuals and groups, including government officials, members of boards and committees, representatives of other agencies, associations and community groups, and the general public;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of experience in the planning and administration of a program in the field of traffic safety, law enforcement, or alcohol or substance abuse prevention, which shall have included the development of educational materials and the financial administration of grants or other awarded funds;
- OR: (B) Five (5) years of experience as described above;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment.

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ADOPTED: 01/08/01