

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 07/12/05

### **STOP-DWI PROGRAM ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for planning, budgeting, evaluating, administering, and reporting requirements of the County Special Traffic Options Program for individuals convicted of alcohol related offenses. The incumbent coordinates efforts of County, local police, 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. Additionally, this position includes controlling program appropriation and revenue and improving public awareness of the STOP-DWI programs. The incumbent also administers a traffic safety program for the County and serves as the Director of Traffic Safety, as well as acting as the STOP-DWI Coordinator as per Section of 1197 of the Vehicle and Traffic Law. The work is performed under the general direction of the County Executive in accordance with policies and procedures approved by the County STOP-DWI Committee, Traffic Safety Committee, County Legislature and the State Commissioner of Motor Vehicles. Supervision may be exercised over subordinate personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develops and implements a Special Traffic Options Program for individuals convicted of driving while intoxicated in coordination with efforts by County, police, court and community agencies engaged in alcohol and drinking driver programs, traffic safety, law enforcement, adjudication, rehabilitation and preventive education;
- Provides, compiles and analyzes data to assist local officials in production of alcohol related traffic safety programs and to assist local agencies in compiling alcohol related accident, arrest and conviction information for research and educational purposes;
- Makes recommendations to the STOP-DWI Committee for programmatic and budget changes to enhance goal attainment and to develop multi-media contacts to publicize the hazards of drinking and driving and its legal implications;
- Evaluates effectiveness of existing county alcohol treatment and rehabilitation programs and suggests ways to eliminate duplication of services;
- Addresses community groups and agencies on alcohol traffic safety problems and on special traffic options programs for offenders;
- Prepares required budgets, reports, records and correspondence for the County Legislature, for the Commissioner of Motor Vehicles, the State Department of Motor Vehicles' Governor's Traffic Safety Committee and for any other information needed that relates to the Stop-DWI Program;
- Administers the operation and functions of the Division of Traffic Safety and coordinates the Traffic Safety Committee meetings;
- Assists the Governor's Traffic Safety Committee in determining project funding and through monitoring the timely development of projects for Oneida County;
- Directs and supervises the work of office staff for Defensive Driving Course, Accident, Data, Safety Programs, Traffic Safety Grant projects and traffic safety requests;
- Establishes and maintains working relations with all entities within the criminal justice system to ensure program success;
- Addresses and works with community groups, agencies, and educational institutions in conducting STOP-DWI programs, workshops, seminars and conferences;
- Attends STOP-DWI related meetings and coordinates the STOP-DWI Victim Impact Panel with other agencies, as necessary;

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Monitors, collects, analyzes, develops and reports DWI statistical data, effectiveness and impact of program objectives, and public attitudes and awareness of driving while intoxicated (DWI) and its consequences.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of governmental program management; good knowledge of current DWI countermeasure practices; good knowledge of the Vehicle and Traffic Law; good knowledge of the personal and social problems related to alcohol abuse; working knowledge of the functions of County and other local governments and of the relationships between public agencies and advocacy groups; working knowledge of the principles, practices and techniques of data analysis; working knowledge of account keeping and budget control; ability to interpret Federal, State, and Local laws, rules and regulations affecting ability to organize, analyze, and interpret data and information; ability to communicate will both orally and in writing; ability to secure cooperation of others; good judgment in solving problems; ability to operate a micro-computer.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** two (2) years of experience in traffic safety, law enforcement or STOP-DWI Program planning and administration; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** four (4) years of experience as described in (A) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State drivers license at time of appointment and must maintain license throughout appointment.

Adopted: 12/12/1988

Revised: 2/20/91; 7/15/96; 08/2702; 07/12/05 Added Responsibilities & duties of STOP-DWI Coordinator