



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **STOP DWI COORDINATOR, PT**
Jurisdictional Class: Non-Competitive
Civil Division: County (Emergency Management Office)
Adoption: CSM 5/9/90
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for developing and maintaining a Special Traffic Options Program for the County by coordinating the efforts of various governmental and non-governmental agencies involved in alcohol traffic safety collection and preparation of information and statistics on DWI cases in the County and the administration of funds available for the Special Traffic Options Program. The Stop-DWI Coordinator is responsible for ensuring that all aspects of the Special Traffic Options Program are operated in accordance with Motor Vehicle Law and all other applicable State or Local laws. The work is performed under the general supervision of the County Legislature. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and maintains a special traffic options program for driving while intoxicated;
Coordinates efforts of interested parties and agencies engaged in alcohol traffic safety, law enforcement, adjudication, rehabilitation and preventive education;
Evaluates proposals from municipal agencies or non-governmental groups for activities related to alcohol traffic safety and makes recommendations concerning funding for such proposed activities to the County Legislature;
Evaluates the effectiveness of programs and makes required recommendations of a continuation, modification or revocation of funding of programs;
Assists local officials within the County in the formulation and execution of alcohol traffic safety programs including enforcement, adjudication, rehabilitation and education;
Reviews existing rules, orders, regulations and laws in light of alcohol traffic safety problems within the County and recommends changes in them to the County Legislature;
Gathers data on alcohol-related accident arrests, convictions, and accidents and compiles the data for local educational, research, and informational uses;
Prepares an annual report containing a verified account of all monies received and expended by or under the direction of the Coordinator and also containing accounts of any other pertinent matters as requested by the County Legislature;
Prepares an annual budget request for review by the County Legislature;
Prepares an annual report containing all such information as shall be required by the Vehicle and Traffic Law and the State Commissioner of Motor Vehicles in such form as prescribed by the Commissioner and submits it to the County Legislature for forwarding to the State Commissioner on or before April 1.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of contemporary theories concerning alcohol use and abuse;
Working knowledge of contemporary theories and practices used in the prevention of drunk driving;
Working knowledge of the functions of local governments and of the character of relationships between public and private agencies;
Working knowledge of the principles, practices, and techniques of simple statistical analysis of data;
Working knowledge of the principles and modern practices of account keeping and budget control;
Skill in organizing, analyzing, and interpreting collected data and information;
Ability to work independently;
Ability to understand and carry out complex oral and written directions;
Ability to prepare correspondence and reports;
Ability to secure the cooperation of others;
Ability to readily acquire familiarity with departmental organization, functions, laws, policies, and regulations;
Good judgment in solving complex clerical and administrative problems;
Initiative and resourcefulness;
Tact and courtesy;
Integrity;
Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered 4-year college with a Bachelor's Degree AND 1 year of administrative, office management, or senior clerical experience;
OR
- (B) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree AND 3 years of office experience, 1 year of which must have been experience as described in (A); OR
- (C) Graduation from high school or possession of a high school equivalency diploma AND 5 years of office experience, 1 year of which must have been experience as described in (A); OR
- (D) Any equivalent combination of training and experience as described in (A), (B), and (C) above.