

PROGRAM ADMINISTRATOR (STOP-DWI)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class plans, develops, coordinates, implements, manages and evaluates the operation of the STOP-DWI Program in Westchester County. Responsibility involves extensive and substantive contacts with State, County and local officials, community groups and the general public. Supervision may be exercised over a small clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, implements and analyzes the operation of the STOP-DWI Program pursuant to the yearly program plan developed with the assistance of the STOP-DWI Board of Directors and the New York State Commissioner of Motor Vehicles;

Coordinates efforts of interested parties and agencies engaged in alcohol traffic safety, law enforcement, adjudication, rehabilitation and preventive education;

Receives proposals from county, town, city, or village agencies or governmental groups for activities related to alcohol traffic safety and submits proposals to the Board of Directors and County Board of Legislators, including recommendations for funding of the activities if appropriate;

Assists local officials within the County in the formulation and execution of alcohol traffic safety programs including enforcement, adjudication, rehabilitation and education;

Studies alcohol traffic safety programs within the County and recommends to the appropriate legislative bodies, departments or commissions, such changes in rules, orders, regulations and existing law if required;

Promotes alcohol traffic safety education for drivers;

Obtains and assembles data on alcohol related accident arrests, convictions and accidents and analyzes, and consolidates such data for educational, research, and informational purposes;

Prepares annual reports of activities to funding sources and the Commissioner of Motor Vehicles in the manner prescribed by their regulations;

Plans, directs and evaluates the work and performance of assigned staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern organization, administrative and managerial processes and techniques; good knowledge of the criminal justice system in Westchester County; familiarity with the disease of alcohol and treatment programs; familiarity with the laws applicable to DWI/DWAI; ability to develop and manage the cooperation of all key agencies in the STOP-DWI Program; ability to develop procedural changes; ability to relate well to the general public; ability to communicate effectively both verbally and in writing; initiative; resourcefulness; creativity; integrity; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and (a) three years of experience in the development, implementation and administration of traffic safety, law enforcement, or planning programs; or (b) a Masters Degree* in Public Administration and two years of experience as described in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.