

## PROGRAM ADMINISTRATOR (TRAFFIC SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for the performance of administrative functions associated with Traffic Safety Programs within Westchester County. The incumbent supervises and coordinates the administration of programs of the Traffic Safety Board. The responsibilities include developing and conducting programs, assisting with preparation of training aids, coordination of Highway Safety Projects, reviewing needed Highway Safety Programs, recommending project priorities, and carrying out fiscal and procedural requirements for federal programs. Supervision is exercised over the work of a varying number of personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the operation and development of Highway Safety Grant Programs and Safety Projects including, but not limited to Comprehensive Highway Safety Programs, Occupant Restraint, Car Safety Seat, Traffic Counting, Speed and Alcohol Enforcement, Transportation Systems Management, and area wide traffic studies;

Performs the function of Departmental Public Information Officer, discharging responsibilities of Freedom of Information Act;

Develops, personally and through staff, administers and monitors programs designed to promote safe driving practices;

Directs, trains and supervises subordinate staff in the attainment of established goals;

Monitors costs of programs with respect to grant requirements;

Coordinates activities of consultants and other personnel carrying out Highway Safety Projects;

Carries out special projects for the Department involving a broad range of areas including Emergency Planning, construction traffic impact monitoring, area traffic studies, etc.;

Represents the Department in conferences with other County departments, local government officials, the general public, State, Federal, and elected officials to aid in the development of successful programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the requirements, principles, and techniques of Highway Safety Grant Projects; thorough knowledge of the principles and practices of administration and record keeping; good knowledge of fiscal record keeping; general knowledge of public works functions; ability to deal effectively with local, State, and Federal officials; ability to assign and supervise the work of others; ability to communicate effectively both orally and in writing; resourcefulness; initiative; good judgment; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree\* in Education, Business Administration, Political Science or related field and three years supervisory experience in traffic safety, law enforcement planning/research.

NOTE: Course work toward a Masters Degree\* in Education, Business, Political Science, or related field may be substituted for experience at the rate of 30 credits per year.

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