

PROGRAM SPECIALIST (STOP-DWI)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class reports to the Program Coordinator (Drug Abuse Prevention and Stop DWI), and assists in coordinating, implementing, managing and evaluating the objectives of the STOP-DWI Program in Westchester County, with specific attention to community relations and education. Responsibility involves extensive and substantive contacts with State, County and local enforcement and educational 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)

Assists in coordinating educational programs with local police departments in the area of alcohol traffic safety including enforcement, adjudication, rehabilitation and education;

Assists in coordinating the training of police officers leading to certification by the State of New York in the administration of intoxilizer tests;

Recruits and schedules speakers on alcohol traffic safety, DWI regulations, and prevention as part of a public education and motivational effort;

Conducts forums and/or presents speeches with local schools and coordinates efforts with local community groups such as MADD, SADD and ROADD;

Responds to requests for information, and makes referrals to appropriate agencies;

Participates in the organization and implementation of special promotional events such as the annual alcohol-free New Year's Eve party;

Monitors activities of subcontracting agencies and participates in the review and award of available grant funds;

Promotes alcohol traffic safety education for drivers;

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

Uses computer applications or other automated systems such as word processing, calendar, email and database software in performing work assignments;

Performs related administrative tasks to insure the smooth operation of the office;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern administrative practices and techniques; good knowledge of the criminal justice system in Westchester County; familiarity with agencies providing alcohol treatment programs; familiarity with the laws applicable to DWI/DWAI; ability to conduct public education and training; ability to relate well to the general public; ability to communicate effectively in writing; ability to read, write, speak, understand and communicate English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as word processing, calendar, email and database software; initiative; resourcefulness; creativity; integrity; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and either: (a) Bachelor's Degree* and three years of experience where the primary function of the position was in a staff, administrative or supervisory capacity in community education, community relations, public relations or a closely related field; or (b) Bachelor's Degree* in Education, Public Administration, Criminal Justice or a related field and two years of experience as defined in (a).

SUBSTITUTION: Satisfactory completion of credits earned toward a Masters Degree* in Education, Public Administration, Criminal Justice may be substituted on a year for year basis for up to two years of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.