

PROGRAM SPECIALIST (TRAFFIC SAFETY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Executive Director of the Traffic Safety Board, an incumbent of this position is responsible for providing administrative and non-professional engineering related functions of the Traffic Safety Board and conducts related studies. Supervision is exercised over the work of a small number of non-professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides engineering related functions of the Traffic Safety Board including, but not limited to, the development of technician training for traffic control sign, signal, and marking programs, roadside safety, and the analysis of accident data;

Assists in the development and implementation of required training of personnel engaged in construction and maintenance operations;

Inspects Traffic Safety Board correspondence to identify issues for the Executive Director;

Assembles, analyzes materials and prepares reports;

Prepares budget summaries for grant applications;

Prepares and supervises the writing of specifications, requisitions and contracts for materials and services to complete and carry out specific projects and programs;

Prepares resolutions and necessary correspondence for agreements with New York State and processes same for County Board of Acquisition and Contract;

Supervises and keeps records and required fiscal data for quarterly reporting to state on federally funded programs, interprets instructions, monitors schedules set forth and provides assistance and advice to staff as required;

Meets with and assists governmental auditors, issues reports as required;

Meets with local, state, county and government officials concerning development of highway safety programs;

Develops procedure and required data for computerization of accident records and processing of Traffic Safety Board information.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current traffic engineering standards; good knowledge of those provisions of the Vehicle and Traffic Law applicable to traffic control devices; good knowledge of the Manual of Uniform Traffic Control Devices; good knowledge of the procedures and budget

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continued)

summaries required to obtain federal and state grants; good knowledge of the funding and accounting procedures in support of Traffic Safety Programs; familiarity with the principles of accident investigation; ability to meet and deal with people effectively; ability to research a problem and to take appropriate referral action based upon the assembled data; ability to prepare and implement staff development; ability to compile, present and defend both orally and in writing analysis in support of Traffic Safety program; ability to supervise a small number of non-professional personnel; resourcefulness; good judgment; tact; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) completion of a two year course in engineering technology from a college* or trade or technical school, and three years of experience in the field of traffic engineering, or (b) completion of a four year course in engineering technology from a college* and one year experience as stated in (a), or (c) any 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 Education Department as a post-secondary, degree-granting institution.