

## STOP - DWI PROGRAM MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves assisting the STOP-DWI Coordinator in overseeing and coordinating a multifaceted program intended to reduce alcohol related traffic fatalities and injuries, which includes the direct development and coordination of the STOP-DWI Program's athletic related events. The incumbent will serve as the STOP-DWI Holiday Classic Tournament Director, as well as performing administrative responsibilities and event management duties for the Chris Thater Memorial, STOP-DWI Tournament of Champions and other athletic events that STOP-DWI participates in and/or manages. This involves the coordination of various units of local government as well as community groups, civic organizations, public and private agencies, and industries to develop a comprehensive effort in combating the drunk-driving problem. The work is performed under the general supervision of the STOP-DWI Coordinator with leeway allowed for the use of independent judgement. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the STOP-DWI Coordinator with the following:

- Plans, initiates and directs large community events such as the STOP-DWI Holiday Classic, Chris Thater Memorial and STOP-DWI Tournament of Champions to further promote the message of the STOP-DWI Program;
- Plans, initiates and directs a comprehensive STOP-DWI program designed to enhance local efforts to prevent drunk-driving;
- Establishes and maintains liaison with representatives of public and private organizations, and governmental agencies to facilitate understanding, acceptance and participation in the STOP - DWI program;
- Coordinates efforts of interested parties and agencies engaged in alcohol and traffic safety, law enforcement, adjudication, rehabilitation and education;
- Develops a large multifaceted yearlong print and electronic public relations/education campaign to promote the STOP-DWI message;
- Speaks to various community groups about the goals and objectives of the STOP-DWI program and generally disseminates information to the public with bulletins, news releases and contact with the media;
- Develops methods and procedures necessary for monitoring, analyzing and evaluating the Criminal Justice System's effectiveness in dealing with DWI as well as the STOP-DWI Program's response to those areas of need;
- Submits a comprehensive program plan to the County Legislature together with recommendations for funding of activities to that plan;
- Writes grants and sponsorship proposals to secure funding from the public and private sector sources including state and federal agencies, foundations and the private sector;
- Develops and coordinates SADD activity in Broome County, serving

as the lead agency and resource center for this national program;  
Studies alcohol related traffic safety problems in the County and recommends to private legislative bodies, departments or commissions of such changes, rules, orders, regulations and existing law as the Coordinator may deem advisable;  
Analyzes, studies, and interprets statistics and data such as arrests, convictions and accidents for educational, research, and informational purposes;  
Prepares and interprets a wide variety of records and reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the STOP-DWI program, its goals and objectives;  
Good knowledge of event management practices as well as State, County and municipal event permit procedures;  
Good knowledge of the sponsorship proposal and grant writing process as applicable to either the public or private sector organizations;  
Good knowledge of the New York State Vehicle and Traffic Law, Criminal Procedure Law and Penal Law;  
Good knowledge of how to develop and initiate a comprehensive public relations campaign including knowledge of the print, radio and television mediums from both an educational and commercial standpoint;  
Good knowledge of practices and procedures of law enforcement, prosecution, probation, courts, corrections and community based education and treatment services in dealing with traffic violations involving alcohol/drug use and abuse;  
Good knowledge of local laws and ordinances concerning traffic safety;  
Good knowledge of administrative practices and procedures;  
Working knowledge of Federal, State and local government functions and relationships;  
Skill in analyzing and interpreting data related to the program;  
Ability to plan, organize and coordinate activities dealing with traffic safety in relation to alcohol/drugs use;  
Ability to establish and maintain effective working relationships with local officials;  
Ability to communicate effectively both orally and in writing;  
Good judgement;  
Initiative and resourcefulness;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in human services, public administration, public

health, criminal justice or related field, AND

- 1) One year of experience in the planning, coordination and supervision of alcohol and traffic safety programs;  
and
  - 2) One year of experience in sporting event management which shall have included public relations and marketing; OR
- B) Graduation from high school or possession of an equivalency diploma, AND
- 1) Five years of experience in law enforcement or traffic safety which shall have included the planning, coordination and supervision of alcohol and traffic safety programs;  
and
  - 2) One year of experience in sporting event management which shall have included public relations and marketing; OR
- C) An equivalent combination of training and experience as described between the limits of A) and B) above.

NOTE: Verifiable part-time and or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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COMPETITIVE