



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

TITLE: STOP-DWI Program Specialist

DEPARTMENT: Public Health

RATE OF PAY: \$29.59/hr.

TYPE: Competitive / Permanent / Full-Time Position

NOTE: Position will be filled on a provisional candidate. Appointed candidate must take the civil service exam once it is announced and receive a successful score according to the [Rule of Three](#).

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for planning, budgeting, evaluating, administering, and reporting requirements of the County STOP-DWI Program for individuals convicted of alcohol related offenses. The incumbent coordinates efforts of County, local police, court agencies and community organizations in attempting to reduce alcohol related injuries and fatalities by promoting traffic safety education and driver rehabilitation following program guidelines. Additionally, this position includes controlling program appropriation and revenue and improving public awareness of the STOP-DWI programs. The incumbent administers a traffic safety program for the County, in accordance with Section 1197 of the Vehicle and Traffic Law. The work is performed under the general supervision of the Director of Community Public Health and in accordance with policies and procedures approved by the Ontario County Board of Supervisors and the State Commissioner of Motor Vehicles, with wide leeway for the exercise of independent judgment. Supervision may be exercised over subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Develops and implements a STOP-DWI Program for individuals convicted of driving while intoxicated in coordination with efforts by County, police, court and community agencies engaged in alcohol and drinking driver programs, traffic safety, law enforcement, adjudication, rehabilitation and preventive education;
- Provides, compiles and analyzes data to assist local officials in production of alcohol related traffic safety programs and to assist local agencies in compiling alcohol related accident, arrest and conviction information for research and educational purposes;
- Makes recommendations to the Director of Community Public Health for programmatic and budget changes to enhance goal attainment and to develop multi-media contacts to publicize the hazards of drinking and driving and its legal implications;

TYPICAL WORK ACTIVITIES (CONTINUED):

Manages, oversees and attends the periodic STOP-DWI Victim-Impact Panels, including securing speakers and program locations, and program evaluations; coordinates the STOP-DWI Victim Impact Panel with other agencies, as necessary;

Addresses community groups and agencies on alcohol traffic safety problems and on special traffic options programs for offenders;

Prepares required budgets, reports, records and correspondence for the Commissioner of Motor Vehicles, the State Department of Motor Vehicles' Governor's STOP-DWI Program;

Coordinates Traffic Safety Board meetings and insures that all aspects of implementation are in accordance with NYS Vehicle and Traffic laws and regulations;

Establishes and maintains working relations with all entities within the criminal justice system to ensure program success;

Addresses and works with community groups, agencies, and educational institutions in conducting STOP-DWI programs, workshops, seminars and conferences;

Monitors, collects, analyzes, develops and reports DWI statistical data, effectiveness and impact of program objectives, and public attitudes and awareness of driving while intoxicated (DWI) and its consequences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of governmental program management including making grant applications; good knowledge of current DWI countermeasure practices; good knowledge of the Vehicle and Traffic Law; good knowledge of the personal and social problems related to alcohol abuse; working knowledge of the functions of County and other local governments and of the relationships between public agencies and advocacy groups; working knowledge of the principles, practices and techniques of data analysis; working knowledge of account keeping and budget control; ability to interpret Federal, State, and Local laws, rules and regulations affecting ability to organize, analyze, and interpret data and information; ability to communicate effectively both orally and in writing; ability to secure cooperation of others; sound judgment in solving problems; ability to operate a personal computer; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Master's degree AND one (1) year of professional full-time paid experience, or its part-time equivalent, in traffic safety, law enforcement, probation, mental health, nursing, or the alcohol/substance abuse field; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree AND three (3) years of professional experience as described in (1) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.