

Jurisdictional Class: Competitive
Non-Competitive for County Service Only
EEO Category: Professionals
Revised: 11/06/2025

STOP-DWI COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the planning, budgeting, evaluation, administration, and reporting requirements of the County Special Traffic Options Program for individuals convicted of alcohol-related offenses. The incumbent coordinates the efforts of County and local police, court agencies, and community organizations to reduce alcohol-related injuries and fatalities by enhancing law enforcement and adjudication, and by promoting traffic safety education and driver rehabilitation in accordance with program guidelines. Additionally, this position involves managing program appropriations, revenues, and increasing public awareness of the STOP-DWI programs. The incumbent also administers the County's traffic safety program and serves as the Director of Traffic Safety, as well as the STOP-DWI Coordinator in accordance with Section 1197 of the Vehicle and Traffic Law. The work is performed under the general direction of the Director of Emergency Services, in accordance with policies and procedures established by the County STOP-DWI Committee, Traffic Safety Committee, County Legislature, and the State Commissioner of Motor Vehicles. Supervision may be exercised over subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts workshops, seminars, and conferences emphasizing alcohol and driving safety;
Promotes traffic safety education for drivers, particularly as related to drinking and driving;
Develops and implements a Special Traffic Options Program for individuals convicted of driving while intoxicated and coordinates efforts by County agencies, police agencies, court agencies and community organizations engaged in alcohol programs, drinking driver programs, traffic safety, law enforcement, adjudication, rehabilitation and preventive education;
Provides data assistance to local officials in the formulation and execution of alcohol related traffic safety programs and compiles and analyzes data in conjunction with agencies on alcohol related accidents, arrests and convictions for research, educational and informational purposes;
Makes recommendations to the Stop-DWI Committee for programmatic and budget changes designed to enhance goal attainment and develops contacts with mass media, including TV and radio publicizing the hazards of drinking and driving and legal implications involved;
Works with the area's educational institutions and industries developing programs designed to prevent or reduce drinking and driving;
Evaluates existing alcohol treatment and rehabilitation program effectiveness within the county to suggest ways to eliminate duplication of services and addresses community groups and agencies on alcohol traffic safety problems and on special traffic options programs for offenders;
Prepares annual budget and reports for the county legislature accounting for monies received and expended for the program and prepares a variety of records, reports and correspondence related to the Stop-DWI Program;
Administers the operation and functions of the Division of Traffic Safety;

Continued...

TYPICAL WORK ACTIVITIES (Continued)

Prepares annual report for the Commissioner of Motor Vehicles assessing the effectiveness of the program including recommendations for expansion and improvement and promotes traffic safety education for drivers, particularly and related to drinking and driving;

Assists the Governor's Traffic Safety Committee in determining projects funding for Oneida County and monitors the scheduled development of these projects;

Directs and supervises the work of office staff for Defensive Driving Course, Accident, Data, Safety Programs, Traffic Safety Grant projects and traffic safety requests;

Acts as Director to the Traffic Safety Advisory Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of program management, as they relate to the Special Traffic Options Program; good knowledge of the Vehicle and Traffic Law, as it relates to the operation of a motor vehicle while under the influence of alcohol; working knowledge of promotional, public relations and educational techniques relating to an ongoing Stop-DWI Program; working knowledge of the personal and social problems related to alcohol abuse; ability to speak before groups effectively; ability to prepare and present oral and written reports clearly and concisely; ability to plan, develop and coordinate County-wide DWI and traffic safety programs; ability to interpret Federal, State and local laws, rules and regulations affecting drinking and driving; ability to secure the cooperation of others.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** two (2) years of experience in alcohol or drug abuse counseling, the judicial system dealing with problems of drinking and driving, law enforcement, coordination of training programs, or advertising, public service announcements, promotions, or public relations; **OR**
- (B) Possession of Associate's Degree **AND** four (4) years of experience in alcohol or drug abuse counseling, the judicial system dealing with problems of drinking and driving, law enforcement, coordination of training programs, or advertising, public service announcements, promotions, or public relations; **OR**
- (C) Graduation from high school or possession of high school equivalency diploma **AND** six (6) years of experience in alcohol or drug abuse counseling, the judicial system dealing with problems of drinking and driving, law enforcement, coordination of training programs, or advertising, public service announcements, promotions, or public relations;

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of the appointment. The license must remain valid throughout the appointment.

NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Possession of a Master's Degree from a regionally accredited or New York State registered college or university may be substituted for one (1) year of the required experience.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 04/15/1988

Revised: 07/17/1996, 09/25/1996, 01/03/1997, 08/15/2002, 10/30/2012, 03/06/2019, 07/18/2025, 11/06/2025

Oneida County Civil Service