



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **STOP-DWI COORDINATOR (Provisional* Appointment)**

SALARY: \$48,271 - \$61,220 annually

LOCATION: Monroe County Department of Public Safety – STOP-DWI

JOB SUMMARY:

This position, in the Department of Public Safety, is responsible for coordinating the planning, evaluating, and reporting requirements for the STOP-DWI (Driving While Intoxicated) Impaired Driving Program. Duties involve controlling program appropriation and revenue and improving public awareness of STOP-DWI programs by administering and monitoring the budget and plan. Duties also involve representing the STOP-DWI program at committees, meetings, and various community engagement activities, and while addressing groups concerning alcohol and traffic safety. The employee reports directly to, and works under the general supervision of the Principal Central Police Services Administrator or other higher-level staff member. Supervision is exercised over clerical and traffic safety specialist staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years paid full-time or its part-time equivalent professional experience in the public sector** in program coordination including program planning and evaluation and budget monitoring; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above.
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Public sector includes government, authorities and non-profit organizations/agencies.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: April 8, 2021

Posting Deadline: April 26, 2021

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.