

## **TRAFFIC SAFETY PROGRAM COORDINATOR**

**DISTINGUISHING THE FEATURES OF THE CLASS:** The work involves responsibility for organizing and coordinating administrative and educational aspects of a traffic safety program. The incumbent is responsible for serving as a liaison between law enforcement agencies, the private sector, school districts and the media concerning the program. Work is performed under the general supervision of the Director of Environmental Health. Supervision is not normally a responsibility of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, organizes, and coordinates implementation of traffic safety program activities designed to meet local needs;  
Identifies the traffic safety problems in Broome County, through surveys, research and reports;  
Coordinates efforts of interested parties and agencies engaged in traffic safety;  
Develops methods and procedures necessary for monitoring, analyzing and evaluating program effectiveness;  
Organizes and coordinates traffic safety workshops for local civic organizations and local school districts;  
Organizes and coordinates summer traffic safety programs and holiday safety promotions;  
Coordinates programs with other safety groups;  
Establishes literature distribution list and obtains material for distribution;  
Develops a publicity plan coordinating coverage among the various media to inform the population of traffic safety issues that affect them;  
Maintains records and files quarterly and annual reports to Governor's Traffic Safety Committee.

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

Good knowledge of local, state and federal policies, regulations, and laws applicable to motor vehicle and traffic safety;  
Good knowledge of administrative practices and procedures;  
Working knowledge of state and local organizations involved in traffic safety and related injury control programs;  
Ability to plan, organize, and coordinate traffic safety activities;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Ability to establish and maintain good relationships with representatives of local organizations, schools, and the media; Tact;  
Initiative;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public or business administration, education, health services, human resources, criminal justice or closely related field; OR
- B) Four years experience in traffic law enforcement, public or business administration, coordination of health or human service or educational program; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.