

Jurisdictional Class: Competitive
Adopted: August 23, 1988
Revised: August 20, 2010

TRAFFIC SAFETY PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and coordinating a county wide program concerned with occupant restraint, child/infant restraint safety, pedestrian safety, senior driving safety, general driving safety measures, etc. in accordance with New York State Motor Vehicle Regulations/Law and available funding for activities through the New York State Governors Traffic Safety Programs. The work is performed under general direction with leeway allowed for independent judgment in carrying out the day-to-day activities of the program in accordance with established policies and procedures. The incumbent oversees community workers for proper car seat installation. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and coordinates vehicle and pedestrian traffic safety education in the community working closely with all local law enforcement agencies and community groups;
Plans classroom traffic safety activities for individuals, schools, and communities throughout Clinton County;
Maintains and updates all related program records, reports, assessments, etc;
Periodically evaluates program development and effectiveness and completes all reporting requirements;
Collaborates with area agencies/organizations/law enforcement groups, etc. developing and implementing a variety of comprehensive traffic safety programs in the community;
Plans, develops, and implements a comprehensive public awareness media campaign targeting a variety of age groups in the community;
Plans, develops, and conducts community presentations on a variety of traffic safety issues such as proper seat belt use, proper use and installation of child safety seats, pedestrian safety, bike/helmet safety, aggressive driving, etc;
Plans, develops, and administrates community trainings in cooperation with law enforcement;
May attend training seminars, conferences, and workshops to further professional growth;
Coordinates, develops, and implements all related grant funding opportunities for program;
Serves as a liaison to community groups for all aspects of traffic safety;
Develops and implements appropriate program goals and objectives;
Assists in the development of program related budgets and monitors proper expenditures of those budgets.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of program management as they relate to New York State Traffic Safety Programs;
Good knowledge of promotional, public relations, and educational methods relating to the implementation of a comprehensive community based traffic safety program;
Ability to speak before groups effectively;
Ability to develop lesson plans for schools and community groups of all ages;
Ability to maintain accurate program records;
Ability to prepare and present oral and written reports clearly and concisely;
Ability to utilize appropriate computer programs to complete reports, etc;

Traffic Safety Program Specialist

Ability to analyze and produce reports for a variety of traffic related data obtained through the comprehensive community based law enforcement portion of the program;

Ability to plan, coordinate, and implement a county wide Traffic Safety Program;

Ability to understand injury prevention methods and education and to analyze for their effectiveness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in education, health or human services, public relations, or a closely related field; or

(b) A minimum of sixty (60) semester credit hours at a regionally accredited or New York State college or university and three (3) years of experience in education, health or human services, public relations, or a closely related field; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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