

PUBLIC SAFETY PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for establishing, overseeing, and coordinating a County-wide emergency management program to promote community and school safety and reduce traffic violations related to the illegal passing of a stopped school bus. The incumbent will raise awareness of the need for compliance with the Stop-Arm legislation as well as educate the public about the contents of the legislation to ensure school children's safety. This work also involves the coordination of various units of local government as well as community groups, civic organizations, public and private agencies, and industries to develop a comprehensive effort in community and school preparedness. Work is performed under the general direction of the Emergency Management Assistance Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Creates a County-wide safety program to ensure safety for school age children;

Promotes school bus safety through education and enforcement efforts;

Establishes and maintains liaison with local government agencies, School Districts, local municipal courts, community groups, private and public organizational stakeholders to facilitate understanding, acceptance and participation in the programs;

Coordinates and implements public relations education, as well as training programs for School Districts, staff, students, and the public;

Develops a large multifaceted year-long public relations/education campaign using a variety of media outlets to promote school safety programs;

Establishes and maintains liaison with local law enforcement agencies, local municipal courts, County vendor, New York State School District, and other financial stakeholders to coordinate the necessary accounting associated with Stop Arm camera violation fine remittances;

Establishes and maintains liaison with the Stop Arm camera vendor in coordination with participating school districts for equipment, training, and related needs;

Evaluates and analyzes program data to maximize overall effectiveness;

PUBLIC SAFETY PROGRAM COORDINATOR-cont'd

Coordinates a County-wide school safety and emergency management program to facilitate communication between school districts, their chief emergency officers and Broome County Emergency Services;

Analyzes, studies, and interprets statistics and data such as arrests, convictions and accidents for educational, research, and informational purposes;

Prepares and interprets a wide variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of New York State vehicle and traffic law, Penal law, criminal procedure law and the Broome County charter and code;

Working knowledge of the practices and procedures of law enforcement, prosecution, courts, administrative practices and procedures;

Good knowledge of the Federal, State, local government and school district functions and relationships;

Thorough knowledge of how to develop and initiate a comprehensive public relations campaign including knowledge of the print, radio and television mediums from both an educational and commercial standpoint;

Thorough knowledge of principals and practices of emergency management programs, including program coordination;

Thorough knowledge of the components of the New York State Stop-Arm legislation,

Good knowledge of the process of planning, organizing, and coordination of a school safety program;

Good knowledge of event management practices as well as state, county and municipal event procedures;

Good knowledge of the sponsorship proposal and grant writing process as applicable to either the public or private sector organizations;

Good knowledge of practices and procedures of law enforcement, prosecution, probation, courts, corrections and community-based education and treatment services in dealing with traffic violations involving alcohol/drug use and abuse;

Good knowledge of administrative practices and procedures;

Skill in analyzing and interpreting data related to the programs;

PUBLIC SAFETY PROGRAM COORDINATOR-cont'd

Ability to establish and maintain effective working relationships;

Ability to communicate effectively both orally and in writing;

Ability to prepare a variety of reports and statistical data;

Resourcefulness; Initiative; Good judgment; Tact; Creativity; Courtesy; Initiative;

MINIMUM QUALIFICATIONS:

A) Possession a Bachelor's degree in Emergency Management, Criminal Justice, Homeland Security, Public Administration or closely related field; OR

B) Possession of an Associate's degree in Emergency Management, Criminal Justice, Homeland Security, Public Administration or closely related field and either:

1) Three years of experience in planning and/or implementing an Emergency Services, public safety or public relations program; OR

2) Three years of experience as a Police Officer* and successful completion of the Municipal Police Training Council's Basic Course of Police Officers, or its equivalent; OR

3) Three years of experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Training Council's Basic Course for Peace Officers or its equivalent; OR

C) An equivalent combination of training and experience as described between the limits of A) and B) above.

*Must be a New York State certified Police Officer, with permanent status gained exclusively through an appointment from a New York State Police Officer eligible list as defined by Section 58(3) of New York State Civil Service Law.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting

PUBLIC SAFETY PROGRAM COORDINATOR-cont'd

agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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