

County of Mora

Position Description



Job Title: DWI Coordinator

Essential Duties and Responsibilities

Perform a variety of administrative and supervisory duties related to planning, organizing, and coordinating the development and ongoing maintenance of the County DWI Program(s).

- Knowledge in planning budgets and finances.
- Supervision of employees (if any).
- Organizational skills and understanding of local government process.
- Must write and submit any and all applicable grants that pertain to possible department funding.
- Experience in all phases of procurement: request for proposals, contract development, grant writing and implementation.
- Organizes, directs and performs program public relations; organizes prevention education events, delivers public addresses to educate and solicit support; may conduct site visits at schools to education students and faculty; manages an information booth and various events and conferences; oversees press releases, coordinates media functions, and Position Description conducts general program education.
- Experience with prevention programs and court programs.
- Conducts monthly DWI Planning Council meetings; coordinates the preparation of meeting agenda; attends meetings and records minutes; assists to generate new prevention concepts and methods; reports program developments and produces regular reports of client and program status
- Computer experience with various software applications such as spreadsheets, word processing, data base, web and e-mail.
- Supervises all DWI Compliance Staff, performs comprehensive case management and compliance monitoring for DWI defendants within the county; receives case information as provided by the justice system; determines participant requirements for arraignments and coordinates client attendance; attends arraignments to begin client tracking processes; follows statutory guidelines as outlined in New Mexico State Code, 31-20-5.1.
- Performs all other duties as assigned.

Qualifications

- Read, write, speak and comprehend the English language.
- Considerable knowledge of the juvenile and adult justice system; relationships between various factors affecting program services, such as economic, political, sociological, legal, etc.; grantsmanship and fund development.
- Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; administer a large work program; analyze a variety of financial problems and make recommendations; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.
- Must have skills in courtroom etiquette and procedures.
- Must be able to pass a pre-employment drug test and background investigation.

- Must possess high level of customer service at all times.

Coordination

- Work with advocate groups.
- Leadership skills.
- Event and meeting organizing, facilitation/mediation and community organizer.
- Ability to work with a wide variety of professionals: law enforcement, judicial personnel, mental health, educators and probation personnel.
- Experience working with commissioners and county fiscal agent personnel.

Evaluation

Skills and experience in: statistical analysis, program evaluation and outcome bases programming.

License Requirements

Valid New Mexico Driver's License.

Declaration

I have read the above position description. I understand the demands and expectations of the position described and, to the best of my knowledge, believe that I can perform these duties.

Employee's Printed Name: _____

Signature _____

Date _____

DWI Coordinator

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Supervisor's Printed Name: _____

Signature _____

Date _____