

## **PROGRAM FACILITATOR (TRAFFIC SAFETY)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordinating and conducting public education programs on the importance of traffic safety, including child passenger safety training and bicycle helmet safety to members of the public. The incumbent conducts the training programs in compliance with federal, state and local traffic safety regulations. The work is performed under general supervision with some latitude for planning and administering the work. The incumbent exercises no supervision.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, develops, implements and evaluates education programs to promote traffic safety by conducting workshops, forums and group discussions in accordance with federal, state and local laws, rules and regulations;

Conducts training and presentations to educate members of the public about properly choosing and installing a safety seat;

Conducts training and presentations to educate members of the public about Vehicle And Traffic Laws that relate to bicyclists, including the requirement of wearing bicycle helmets;

May distribute written material and set up and take down audio-visual equipment, such as televisions, VCR's, overhead projectors, slide projectors, etc. that are necessary to conduct the workshop;

Designs, develops and distributes literature, brochures and advertising for program promotion and community education purposes;

Writes press releases and articles for submission to the local newspaper;

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May coordinate a car seat distribution program for income-eligible families in the program area.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of federal, state and local regulations and codes pertaining to traffic safety; good knowledge of the proper techniques for installing car seats in a variety of passenger vehicles; ability to plan, develop, implement and evaluate educational programs, including the development and delivery of presentations; ability to establish and maintain effective working relationships and to empathize with the needs and concerns of others; ability to operate a personal computer and utilize common office software programs, including word processing and desktop publishing; and ability to communicate effectively, both orally and in writing.

### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years of work experience involving counseling, explaining or communicating with the adults or children; or
- ( C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as stated in (B) above; or

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(D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

**SPECIAL REQUIREMENT:** *Possession of a current certification as a child safety technician or instructor by the New York State Governor's Traffic Safety Committee.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were 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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Jurisdictional Class: Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

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