

## Erie County NY Job Description

# Laboratory Director, Public Health Laboratories

<b>Job Title:</b>	LABORATORY DIRECTOR, PUBLIC HEALTH LABORATORIES
<b>Job Grade:</b>	XVIII
<b>Salary Range:</b>	\$80,640-\$120,284
<b>Job Description Date:</b>	11/2012

### Distinguishing Features of the Class

The Laboratory Director is responsible for the overall operation, leadership, direction, and administration of the county Public Health Laboratories in accordance with all New York State and Federal Regulations governing both clinical and environmental laboratories. Work is performed under the general direction of the Commissioner of Health and supervision is exercised over a variety of professional and technical personnel.

### Typical Work Activities

- Plan, develop, organize, implement, direct the laboratory operations
- The Laboratory Director is responsible for the overall operation and administration of the laboratory, including the employment of personnel who are competent to perform all elements of laboratory testing and for assuring compliance with applicable regulations.
- Ensure that testing systems developed and used for each of the tests performed provide quality laboratory services for all aspects of test performance, including the pre-analytical, analytical, and post-analytical phases of testing.
- Ensure that the facilities and environmental conditions of the laboratory are appropriate for the testing performed and provide a safe environment in which employees are protected from physical, chemical, radiologic and biological hazards
- Ensure that the test methodologies selected have the capability of providing the quality of results required; verification procedures used are adequate to determine the performance characteristics of the method; and laboratory personnel are performing the test methods as required for accurate and reliable results.
- Ensure that a quality management system is established and maintained to assure the quality of laboratory services provided and to identify failures in quality as they occur.
- Ensure that all necessary remedial actions are taken and documented whenever significant deviations from the laboratory's established performance specifications are identified and that patient test results are reported only when the system is functioning properly.
- Ensure that consultation is available to the laboratory's clients on matters relating to the quality of the test results reported and their interpretation.
- Employ a sufficient number of laboratory personnel with appropriate education and either experience or training to provide appropriate consultation, properly supervise and accurately perform tests and report test.
- Ensure that an approved procedure manual is available to all personnel responsible for any aspect of the testing process
- Oversee the development of the organization's plans and programs in evaluation of long-range planning and regulatory action on operational performance.
- Monitor utilization patterns of lab services and advises leadership and other appropriate staff of developing trends in laboratory service needs.
- Establish and maintain lines of communication with internal and external customers in order to ensure a timely response to new laboratory service trends and program planning.

- Participate in the development and implementation of operations budget to ensure compliance with organizational expenditure requirements.
- Lead and direct the development, communication and implementation of effective growth strategies and processes.
- Perform other duties as required.
- Perform other responsibilities as mandated by all pertinent local, state or federal regulations.

### **Knowledge, Skills, Abilities and Personal Characteristics**

- An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
- Comprehensive knowledge of current public health laboratory principles, techniques.
- Good knowledge of clinical biochemistry, clinical bacteriology, clinical virology, clinical serology/diagnostic immunology, mycobacteriology, parasitology, molecular microbiology, sanitary chemistry, and environmental microbiology.
- Proven track record of successfully working in such settings.
- A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.
- An intelligent, articulate team player who can relate to people at all levels of the organization and who possesses excellent communication skills.
- An effective educator who is willing to share information and serve as a mentor.
- An excellent negotiator who is experienced in contract development and management.
- Ability to read, analyze and interpret the most complex documents.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and other stakeholders.

### **Minimum Qualifications**

Graduation from an accredited college or university and possession of a doctorate degree in medicine, dentistry, public health or a biological, chemical, or physical science and one of the following:

1. A physician currently certified by the American Board of Pathology in:
  - a. clinical pathology or anatomic pathology, or
2. A dentist currently certified by the American Board of Oral Pathology, or
3. A physician or hold an earned doctoral degree with a relevant public health, biological, chemical, or physical science major and
  - a. Is currently board certified by
    - i. the American Board of Medical Microbiology
    - ii. the American Board of Clinical Chemistry
    - iii. the American Board of Medical Laboratory Immunology, or
  - b. subsequent to receiving a doctoral degree has had four (4) years of training and/or experience in methods and techniques currently in use in the certificate category

NOTE: Following requirements per NYSDOH Sanitary Code (Part 19.2) all candidates must possess training and/or experience, obtained within the previous six years.

### **Special Requirement**

Candidates must possess a Certificate of Qualification issued by the New York State Department of Health.