

LABORATORY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and professional work involving responsibility for overall direction of the procedures in the County Health Laboratory. The director shall spend an adequate amount of time in the laboratory to direct and supervise the technical performance of the staff and be readily available for personal or telephone (or electronic) consultation to the laboratory's staff and clients (minimum of three hours per week). Work is performed in accordance with general policies outlined by the governing authority, permitting the widest leeway for the exercise of independent judgment in carrying out the technical details of the work. Laboratory services include hematology, chemistry, HIV, toxicology, urinalysis, water analysis, microbiology, serology, diagnostic immunology and others as authorized by the State Health Department. Supervision is exercised over laboratory employees. A Laboratory Director does related work as required.

TYPICAL WORK ACTIVITIES: (As prescribed in Public Health Law, Section 573(1) 19.3(c)).

- Provide advice to referring physicians regarding the significance of laboratory findings and the interpretation of laboratory data;
- Maintain an effective working relationship with applicable accrediting and regulatory agencies, administrative officials, and the medical community;
- Define, implement and monitor standards of performance in quality control and quality assurance for the laboratory and for other ancillary laboratory testing programs;
- Monitor all work performed in the laboratory to ensure that medically reliable data are generated;
- Assure that the laboratory participates in monitoring and evaluating the quality and appropriateness of services rendered, within the context of the quality assurance program, regardless of where the testing is performed;
- Ensure that sufficient qualified personnel are employed with documented;
- Training and/or experience to supervise and perform the work of the laboratory;
- Set goals and develop and allocate resources within the laboratory;
- Provide effective and efficient administrative direction of the laboratory, including budget planning and controls in conjunction with the individual(s)
- Responsible for financial management of the laboratory;
- Provide educational direction to laboratory staff;
- Select all reference laboratories;
- Promote a safe laboratory environment for personnel and the public.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles, practices, methods, techniques and new developments in those fields of laboratory practice in which service is authorized by the State Health Department; ability to write complex, analytical reports; ability to plan and supervise the work of others; ability to make critical observations; initiative and resourcefulness in the solution of complex technical problems; awareness of the serious consequences of error; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Must possess and maintain a Certificate of Qualification as a clinical laboratory director, issued by the New York State Department of Health. An applicant for a certificate of

qualification must submit a complete, original, signed and sworn application in such form and manner as may be required by the department, and must supply such additional information as may be required by the department. An individual seeking renewal of a certificate of qualification must submit an application no later than 90 days prior to expiration of the current certificate. Public Health Law, Section 573(1).

SPECIAL REQUIREMENTS: Certificates of qualification should be issued in one or more of the following categories, procedures or specialties:

- (1) one or more of the subspecialties of microbiology: bacteriology, virology, mycology, mycobacteriology, diagnostic immunology;
- (2) hematology, blood lead, blood chemistry, coliform testing, and nitrate testing of water samples.

Revised: 8/19/2014

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION