

LABORATORY MANAGER

NATURE AND VARIETY OF WORK

This is highly responsible professional managerial and administrative work in the field of forensic chemistry. Work involves the responsibility for the overall administration of a forensic analysis laboratory within the Police Department, to include responsibility for ensuring certification, quality control issues and general laboratory conditions. As a laboratory manager, primary responsibilities include supervising, planning, coordinating and continually appraising the activities of a professional, paraprofessional and clerical staff in order to accomplish the respective and specific goals and objectives of the Department. Work is performed under general supervision and is reviewed through reports submitted and evaluation of laboratory operations and stated County objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities as outlined in Section 16-102(59) of the Personnel Law.

Plans, organizes, coordinates and directs the overall activities of a Police crime laboratory.

Promulgates policies and procedures for improving the efficiency and the productivity of the laboratory.

Evaluates methods currently used in the field laboratories to determine deficiencies as needed or useful improvements.

Provides advice on unprecedented or very complex samples received for analysis.

Testifies in court as an expert witness as to the results of test analyses in the prosecution of criminal cases.

Reviews laboratory supplies and chemical reagents.

Plans and conducts research to develop/modify techniques and procedures for analyzing evidence.

Prepares and reviews technical analytical reports of laboratory operations.

Prepares the budget for the analysis laboratory.

Uses automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles, methods and techniques of chemistry.

Extensive knowledge of the scientific principles, laboratory procedures, research methods and analytical instrumentation as applied to the work of a drug analysis laboratory.

Extensive knowledge of the criminal trial process related to the rules of evidence and the operation of the Police Department concerning physical evidence associated with the commission of a crime.

Ability to analyze and identify physical evidence submitted to the crime laboratory through both traditional chemical tests and through contemporary instrumental analysis.

Ability to prepare and review technical reports on the findings and conclusions resulting from chemical and instrumental analyses of evidence.

Ability to present testimony in court in a clear, understandable manner to varied personnel present in the courtroom.

Ability to maintain effective working relations with personnel in the forensic laboratory, other divisions of the Police Department, Police Officers and law enforcement agencies.

Ability to develop/modify operating procedures as necessary.

Ability to administer a forensic analysis laboratory.

Ability to train, discipline and evaluate a staff of technical, para-professional, professional and clerical personnel.

MINIMUM QUALIFICATIONS

Master's Degree in chemistry, forensic science or other physical science with a minimum of three (3) years of responsible professional experience in forensic science, plus at least two (2) years of supervisory and laboratory management experience; or an equivalent combination of nine (9) years of relevant education and experience, including at least two (2) years of supervisory and laboratory management experience.