

LABORATORY SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises the operation of a large medical laboratory. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is complex medical laboratory work of a technical and supervisory nature which involves a responsibility for the operation of a state-certified medical laboratory in a large health and hospitals setting while maintaining standards of professional performance. The work is performed under the general direction of the Director of Laboratory Services. Supervision is exercised over all technical and non-technical laboratory personnel.

TYPICAL WORK ACTIVITIES:

Performs specialized and complex chemical procedures and tests;
Plans schedules and assigns duties to technical and non-technical laboratory personnel;
Designs and develops new and revised testing procedures;
Establishes personnel development and training programs and insures a continuing education program for staff;
Reviews work performed and conducts periodic employee evaluations;
Maintains an adequate stock of supplies;
Prepares and maintains laboratory policy and procedural manuals;
Completes various tests for State Health Department for continued accreditation;
Oversees the calibration of all instruments on a periodic basis to insure proper operation;
Directs the preparation of monthly statistical reports and assists in the preparation of budgets;
Keeps abreast of changes in the field and implements revised procedures;
Attends staff and supervisory meetings;
Maintains a quality control program that meets New York State and Health, Education and Welfare Department standards;
Acts as liaison between laboratory personnel and administration.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and techniques of medical laboratory work; thorough knowledge of laboratory equipment and supplies; thorough knowledge of state mandated standards; ability to establish and maintain successful relationship with technical and non-technical personnel; ability to develop and maintain policies and procedures for successful laboratory operation; ability to express oneself orally and in writing.

MINIMUM QUALIFICATIONS: A Master's degree in a Chemical or Biological Science and four (4) years clinical laboratory experience, at least one (1) year at a supervisory level.

NOTE: A Bachelor's degree in one of the above fields or in Medical Technology and six (6) years of clinical laboratory experience which included one (1) year at supervisory level.

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Competitive