

Spec. Code: 2408
Occ. Area: 03
Work Area: 500
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 04/21/89

LABORATORY MANAGER

Function of Job

Under administrative supervision from a designated supervisor, to be responsible for carrying out administrative functions of a large teaching or research laboratory project.

Characteristic Duties and Responsibilities

1. selects and supervises assigned personnel
2. procures laboratory research equipment and supplies, including specialized items for which technical knowledge and judgment are essential
3. conducts contract negotiations involving laboratory research projects
4. supervises operation of laboratory stockroom, including maintenance of records and inventory
5. maintains accounts on all laboratory funds and appropriations
6. assists in matters of public relations, including preparation of semi-technical releases
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in science or engineering

or
- (B) three years of progressively responsible technical laboratory experience or scientific stores experience

or
- (C) any combination of such education and experience totaling three years

- 2. three years of accounting and/or business operation experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory and administrative ability
- 2. ability to work effectively with the staff and public