

Class Code: 2408
Occ. Area: 03
Work Area: 500
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 12/15/20

LABORATORY MANAGER

Function of Job

Under direction from a designated supervisor, employees allocated to this classification are involved in the administration of instructional, scientific research, and/or service laboratories. A(n) Laboratory Manager is responsible for the effective management, operation, and safety of these laboratories. They coordinate activities, provide technical support, and oversee staff.

Characteristic Duties and Responsibilities

A(n) Laboratory manager typically:

1. coordinates and manages activities and programs within a laboratory facility; manages records for all activities and programs, as necessary; provides technical support for laboratory equipment, supplies, and data analysis tools;
2. responsible for overseeing safety and security of laboratory facilities including maintaining current knowledge of all relevant protocols, regulations, standards, and safety procedures as well as developing and maintaining standard operating procedures;
3. oversees personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments; organizes staff meetings; coordinates continuing education training and in-services for staff;
4. advises, guides, and/or directs on operational activities and/or government, industry, or institutional regulatory guidelines;
5. oversees inventory management such as selecting, purchasing, storing, and allocating of laboratory equipment, supplies, and data analysis tools;
6. responsible for laboratory equipment, supplies, and data analysis tools including inspecting, maintaining, and/or troubleshooting; performs and documents routine advanced quality assurance and preventive maintenance;
7. manages financial activities and/or reports pertaining to the laboratory; assists in the preparation of budget estimates;

8. performs various technical duties in support of research activities;
9. collaborates with and/or serves as a liaison to agencies, administrators, departments, and/or stakeholders; represents senior administration on committees;
10. monitors, researches, and distributes information regarding implementing changes in regulatory guidelines as well as trends and developments in techniques and technology relevant to the field; maintains and updates protocol manuals;
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1.
 - A. Bachelor's degree in a scientific discipline closely related to the position
AND
two (2) years (24 months) of work experience in a laboratory or similar setting closely related to the position
 - OR
 - B. any combination of education and/or work experience totaling **five (5) years (60 months)**.
2. **One (1) year (12 months)** of supervisory and/or administrative experience.

NOTE: A Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of applicable safety requirements.
3. Knowledge of laboratory equipment, related supplies, computer hardware and software, and their applications.

4. Skill in utilizing organization and time management and in effectively managing multiple priorities on a daily basis.
5. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
6. Ability to analyze and develop guidelines, procedures and systems to outline specific goals and implement plans to prioritize, organize, and accomplish tasks.
7. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
8. Ability to interpret work related documents, policies, and procedures.
9. Ability to manage a budget and work within the constraints of that budget.