

CLINICAL LABORATORY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the day to day clinical and technical operations of the clinical laboratories at the Broome County Department of Public Health and the Broome County Sheriff's Correctional Facility. The incumbent works with and under the administrative direction of the Director of Clinic Services with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the clinical laboratory technologists. Does related work as required.

TYPICAL WORK ACTIVITIES:

Has responsibility for accuracy and performance of all tests carried out in the laboratory;
Has responsibility for compliance in testing and specimen preparation;
Participates in formulating, reviewing and updating laboratory policies and procedures;
Reviews and approves all proficiency testing submissions and evaluations;
Works with the Director of Clinic Services regarding laboratory employee schedules and performance evaluations;
Has responsibility for accurate reporting of test results;
Has responsibility for quality control and quality assurance programs in the laboratories;
Works with the Director of Clinic Services in enforcing proper laboratory procedures to ensure patient and employee safety;
Has responsibility for planning and implementing short and long term goals for the clinical laboratory and its staff;
Functions as a consultant for and is available to Broome County Health Department clinicians during laboratory hours of operation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, techniques and equipment used in a clinical laboratory;
Thorough knowledge of the scientific methods of investigation;

Thorough knowledge of compliance in testing and specimen preparation;
Good knowledge of modern laboratory policies and procedures;
Ability to initiate new laboratory procedures;
Ability to interpret scientific data;
Ability to supervise the work of others;
Ability to plan, assign, direct and participate in laboratory tests;
Ability to communicate effectively both orally and in writing;
Ability to prepare various reports;
Professionalism;
Dependability;
Initiative.

MINIMUM QUALIFICATIONS:

Possession of a current valid license to practice medicine in New York State and Certificate of Qualification as Laboratory Director issued by the New York State Department of Health.*

* Per Sections 19.2 and 19.3 of the New York State Department of Health Codes, Rules and Regulations (NYSDOHCCR)

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PENDING: NON-COMPETITIVE