

GENESEE COUNTY

LABORATORY COORDINATOR - HEALTH DEPARTMENT

DISTINGUISHING FEATURES OF THE CLASS: This position has the responsibility of overseeing all aspects of the Genesee and Orleans County Public Health Laboratory. The incumbent in this position is responsible for the analysis of environmental and clinical specimens to isolate and identify infectious agents. This requires excellent communication skills, both orally and written, and the ability to use software programs and applications. Work is performed under the general supervision of the Environmental Health Director and Director of Community Health Services. Supervises Laboratory and other subordinate staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and directs the analysis of environmental and clinical specimens to isolate and identify infectious agents; the development of diagnostic tests; the production of diagnostic reagents and biological products; the performance of image production and analysis; and/or the performance of genetic analyses for diagnostic and epidemiological efforts;
- Isolates, identifies, and quantifies infectious agents and chemical constituents. Operates laboratory equipment, electronic data processing, and computer equipment. Calibrates instrumentation to establish and demonstrate experimental conditions to a particular analysis;
- Performs statistical analysis of laboratory data;
- Produces and standardizes media, diagnostic reagents, and biological products used for testing. Reviews and analyzes clinical histories of specimens and related reports of test results;
- Prepares standard operating procedures, reports, and scientific publications. Identifies non-conformances and performs basic trouble shooting;
- Maintains and provides all documentation required to establish, and/or maintain, certification of laboratories by various regulatory entities;
- Assists or performs scientific examinations of specimens or samples using a variety of laboratory techniques to identify pathogenic microorganisms;
- Performs procedures associated with the development, production, and standardization of chemical reagents;
- Performs analysis of chemical analyzes utilizing environmental and performance samples including drinking water, non-drinking water, and solid materials;
- Communicates with laboratory staff (internal and external) on testing techniques;
- Attend appropriate committee and staff meetings;
- Performs all sanitary code job duties including but not limited to; inspecting and preparing reports of findings of food service establishments, private water supplies, private wastewater disposal systems, bathing beaches and swimming pools, facilities for refuse disposal, temporary and/or permanent residence and farm labor camps, private and commercial wastewater facilities, mobile home parks, schools, public non-municipal water supplies, public health nuisances, and other facilities;
- Perform sanitary surveys and soil investigations, test drinking water samples, conduct animal bite investigations and collect animal specimens for shipment and analysis at the NYSDOH rabies laboratory;
- Determines and oversees staff assignments, evaluates staff performance, monitors time/attendance, identifies training needs.

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The above examples of duties are intended only as illustrations of the various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Working knowledge of basic principles and practices related to proper environmental public health inspection techniques; Working knowledge of applicable provisions of the state sanitary code related to environmental public health inspections; Working knowledge of lead hazards and leave poisoning levels; Working knowledge of general principles of biology, chemistry and general science; Ability to establish and maintain cooperative relationships with the public; Ability to understand and interpret written material; Ability to solve arithmetic problem related to environmental health inspections; ability to prepare accurate reports; Skill in health inspections techniques; tact and courtesy; integrity; good judgement.

Ability to work independently; The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. Possession of a Bachelor's Degree including a minimum of 30 credit hours in physical and biological sciences.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.