

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3164

TITLE: PUBLIC HEALTH LABORATORY DIRECTOR

GRADE: S-30

DEFINITION:

Under administrative direction, directs the Public Health Laboratory for Fairfax County in the analysis of specimens and samples used in the diagnosis and treatment of illness and disease prevention; and performs related work as required.

ILLUSTRATIVE DUTIES:

Plans, develops and evaluates policies and procedures for all laboratory operations; Responsible for all highly technical testing and equipment in the various laboratory sections, i.e., bacteriology, hematology, clinical chemistry, parasitology, organic and inorganic chemistry, virology, serology, water and milk bacteriology, mycobacteriology, urinalysis, drugs of abuse, and rabies testing;

Coordinates laboratory activities and serves in an advisory capacity to other County agencies, physicians, and in conducting certain tests (i.e., rabies) for other Northern Virginia counties;

Meets periodically with the Director of County Health Services and the State Laboratory Director to formulate plans and programs for future needs as related to methodology and equipment;

Ensures that work is performed in compliance with laboratory policies and that equipment is maintained in order to produce accurate information;

Interviews, selects, and evaluates the performance of subordinates and assures that training is provided;

Prepares the Laboratory budget;

Evaluates equipment and prepares specifications for the purchase of new equipment, and assures that an adequate inventory of reagents and chemicals is maintained;

Supervises final draft of procedures manuals for completeness and accuracy;

Conducts evaluation studies to determine efficiency of tests;

Assures State and Federal laboratory certification requirements are maintained;

Makes recommendations for future improvement of services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of public health programs relating to the control of communicable diseases;

Considerable knowledge of laboratory equipment and procedures;

Considerable knowledge of management and administrative functions, laboratory operational systems, and accreditation standards;

Demonstrated ability to direct clinical staff;

Ability to establish and maintain effective working relationships with administrators, physicians, clinicians and staff;

Ability to analyze and resolve technical and administrative problems.

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EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with major course work in medical technology, microbiology, bacteriology, chemistry, biology or a closely related field; plus six years of increasingly responsible experience, with two years of experience in public health laboratory management.

REFORMATTED/REVISED: December 3, 2007

REVISED: February 13, 1989