

PUBLIC HEALTH LABORATORY ASSISTANT DIRECTOR

DESCRIPTION OF WORK

This is technical and administrative work assisting in directing the State public health laboratory. Employee, as assistant director, coordinates and supervises the scientific work of all sections of the laboratory division of the State Board of Health, and advises and assists the director on personnel, planning, and other administrative matters arising in the laboratory. Responsibilities include serving with full authority to act as director of the laboratory in the latter's absence. Employee consults with local health directors, sanitarians, engineers, physicians, and others on the interpretation of results obtained from the examination of various specimens submitted to the laboratory for examination. Work is evaluated in terms of the employee's effectiveness in providing technical supervision of laboratory activities, and in providing administrative assistance to the director.

EXAMPLES OF DUTIES PERFORMED

As assistant to the director, coordinates and supervises the scientific work of all sections of the laboratory and advises and assists the director in administrative matters arising in the laboratory. Serves with full authority to act as director during the absence of the director. Observes laboratory procedures necessary in making bacteriological and mycological examinations .of specimens requiring culture procedures, and authorizes changes in methods as needed. Supervises the activities of a field representative engaged in the evaluation of laboratories and laboratory technicians who wish to be certified by the State. Advises section leaders in the evaluation of new methods and procedures, and directs employees in effecting them properly. Trains employees in the techniques of the laboratory, and assigns them to duties in keeping with their qualifications and with the requirements of the work load. Holds consultations with public health directors, engineers, and physicians and interprets the results of examinations of various specimens. Composes and delivers speeches on various phases of the laboratory work to civic clubs, public health and medical meetings, and to other groups. Assists the director in preparing periodic, annual, and biennial reports outlining the objectives and scope of the laboratory programs and indicating the effectiveness with which these programs meet the needs of the State. Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of the principles, methods, materials, and procedures applied in public health laboratory technology.
Thorough knowledge of the basic principles and procedures of biochemistry, bacteriology, and related field as applied to medical diagnostic work.
Thorough knowledge of the application and interpretation of departmental administrative policies and procedures related to the laboratory division.
Thorough knowledge of the literature and recent developments in the field of medical technology.
Ability to supervise the work of a large professional, technical, and clerical staff, and to plan work procedures for the mass testing of large numbers of samples.

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Ability to organize and direct special research projects, and to present interpreted results in lucid scientific form.

Ability to establish and maintain effective working relationships with State and federal health agencies, private physicians, local health departments, and the public.

Minimum Education and Experience

Doctoral degree in epidemiology, microbiology, clinical chemistry, or a related biological field from an appropriately accredited institution, and three years of progressive public health technical and administrative experience; or a master's degree in epidemiology, microbiology, or biochemistry from an appropriately accredited institution and five years of supervisory or administrative experience in public health laboratory work; or an equivalent combination of education and experience.