

COORDINATOR OF LABORATORY SERVICES - PUBLIC HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Commissioner of Health for Nursing, an incumbent of this class establishes and maintains functional and uniform laboratory services within the Health Department, which includes vision and hearing testing, throughout the Health Department. Responsibility includes the development of specific laboratory polices and assists in the procedures; development of new facilities; assignment, supervision and evaluation of staff; and the maintenance of quality control. May also perform technical services as needed. Supervision is exercised over a staff of laboratory technicians and medical assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops short and long range plans and objectives to meet goals of service;

Develops management by objectives program for laboratory services;

Assists in planning physical laboratory layout of new facilities;

Provides value analysis of equipment and supplies to insure best product at the most competitive price;

Responsible for routine servicing and maintenance of all laboratory equipment;

Develops laboratory procedures for staff and methodologies of testing;

Establishes a quality control program and ensures its continuation;

Provides consultation to medical staff and various programs with regard to laboratory service equipment and procedures;

Reviews applications and conducts interviews for employment of laboratory personnel;

Trains personnel in the methodologies, procedures and policies of the laboratory service;

Develops ongoing in-service educational programs for laboratory personnel;

Provides on-site supervision of laboratory personnel;

Assures that the laboratories are operating within the legal guidelines set forth by the Federal, State, and local governments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques and procedures used in a clinical laboratory in a public health setting; knowledge of the principles and practices of administering a clinical laboratory in a public health setting; knowledge of the principles and practices of effective supervision; ability to establish a functional laboratory workload recording system; ability to establish effective working relationships with professional and non-professional personnel; ability to supervise the work of others; good judgment; tact; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* with major course work in chemical, physical or biological science, and two years experience performing laboratory work under the direction of a qualified pathologist, one of which must have included work in all of the following areas: hematology, urinalysis, microbiology, serology and clinical chemistry, and one of which must have been at the administration/ management level; or (b) Master's Degree* in Health Care Administration or in Business or Public Administration with at least one course in Health Care Administration and one year experience performing laboratory work under the direction of a qualified pathologist, which must have included work in all of the following areas; hematology, urinalysis, microbiology, serology and clinical chemistry; or (c) an equivalent combination of training and experience.

SPECIAL REQUIREMENT: Must possess a license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an Institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree granting institution.