

DIRECTOR OF PROGRAM DEVELOPMENT II (MICROBIOLOGY/BIODEFENSE)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Microbiological Services, the incumbent develops, implements and administers programs related to surveillance and diagnosis of infectious diseases and manages the Laboratory Response Network and Biodefense Laboratory that is responsible for a seven county region. The incumbent coordinates the technical activities of the Biodefense Laboratory and provides technical expertise to professional staff in the examination of specimens from bioterrorism incidents using microbiological, serological and molecular methodologies. Additionally, the incumbent is responsible for managing, monitoring, and supervising the laboratory information management system for the department. Supervision is exercised over a number of professional, supervisory and technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises staff and programs for the microbiology laboratory and administrative operations for the surveillance, diagnosis and control of microbial diseases, including the coordination of the quality assurance of microbiological laboratories;

Manages a Bio Safety Level 3 (BSL-3) Laboratory responsible for the testing of any suspected bioterrorism agents, e.g., anthrax;

Coordinates the activities of the Biodefense Laboratory in the examination of specimens for bioterrorism incidents in a seven county region which includes Westchester, Rockland, Putnam, Dutchess, Orange, Ulster and Sullivan Counties;

Provides 24/7 response to potential bioterrorism agents; makes initial evaluation of any suspected bioterrorism incidents to determine credibility and determines appropriate course of action;

Develops, implements and coordinates the select agent testing activities and safety procedures of 70-80 clinical laboratories (hospital, commercial and private labs);

Develops and conducts training of police, health, fire, and emergency personnel in safe handling of samples;

Functions as the primary liaison with both internal and external agencies, e.g., Westchester County Department of Health, Public Safety and Emergency Services, Center for Disease Control (CDC), New York State Department of Health in cases of suspected bioterrorism incidents;

Develops protocols for the surveillance, collection, identification and testing of microorganisms causing human diseases;

Supervises and performs specialized microbiological, serological and molecular tests for the diagnosis of agents of bioterrorism;

EXAMPLES OF WORK (Illustrative Only) (con't)

Develops and implements quality assurance protocols for the microbiological laboratories and the automated systems;

Insures compliance of federal, state and local regulations, including those related to safety and security measures to avoid physical, chemical, biological and radiological hazards;

Insures accuracy of records and reports and maintains laboratory test records as specified by New York State Department of Health;

Confers frequently with public health authorities and other agencies regarding tests performed and interpretation of results as requested;

Coordinates and collaborates with relevant federal, state and local governmental agencies related to microbial disease outbreaks, surveillance and control;

Coordinates, manages, supervises and operates an automated laboratory information system to ensure data is processed according to program instructions;

Acts as a liaison with the laboratory information system headquarters for the contracted services;

Plans and evaluates new information system requirements and helps modify existing information systems software to satisfy the needs of microbiological laboratories;

Directs, supervises and instructs laboratory staff relative to the capabilities and most appropriate use of the information system resources;

Supervises laboratory information system installation, repairs and ongoing maintenance program;

Supervises and performs laboratory procedures for maintaining proper quality control standards as required for the microbiology laboratory;

Supervises and participates in the New York State Department of Health and College of American Pathologist's Proficiency testing programs;

Supervises, directs and trains professional and technical personnel involved in microbiological and molecular analyses of clinical and environmental samples;

Keeps abreast of developments of new techniques, instrumentation and automated systems in microbiology;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and data base software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques and procedures of the science of microbiology as it is applied in the diagnosis of infectious diseases; thorough knowledge of the principles and practices of disease surveillance; good knowledge of the applications of laboratory information systems in microbiology; good knowledge of technical and administrative aspects of the laboratory operation; ability to develop rigorous collection and sampling protocols based on broad guidelines provided by the Center for Disease Control (CDC); ability to stay current with the evolving testing in the area of bioterrorism agents; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to communicate effectively, both verbally and in writing; ability to plan and supervise the work of others; ability to provide technical consultation; ability to coordinate and supervise the work of others; ability to gather and analyze data and draw conclusions; ability to establish and maintain effective working relationships with other governmental agencies; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; thoroughness; dependability; initiative; sound professional judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Master's Degree in Microbiology, or related field that included at least 12 credits in Microbiology, and six years experience in a clinical or public health microbiology laboratory performing analyses, two years of which must have included supervisory experience in microbiology and automated systems.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
DBB7

Job Class Code: E0861
Job Group XIV