

George Latimer
County Executive



Mary Jennings Mahon
Commissioner
Department of Human Resources

CHIEF ADMINISTRATOR (LABS & RESEARCH)
\$135,000-\$177,000

The Westchester County Department of Laboratories and Research (L&R) has an immediate opening for a dynamic, experienced professional with exceptional administrative skills to direct all administrative and financial affairs of the Department while sharing in the mission and accomplishments of a highly specialized and talented multidisciplinary team. Among the governmental organizations within the counties of New York State, Westchester's Department of Laboratories and Research remains unique. The department represents a fusion between the Medical Examiner Office and the associated laboratory functions of Toxicological, Microbiological, Environmental and Forensic Science Services. Please visit <http://labs.westchestergov.com> for more information on this department and its accomplishments. The incumbent in this position will play a key role in supervising and leading the day to day operations, along with setting goals and implementing programs and procedures to optimize performance and success within each of the various department divisions. Significant contacts will occur with key managerial and specialized personnel within the department as well as other County departments, state and federal agencies. The successful candidate must possess a Bachelor's Degree or Master's Degree and at least eight years of laboratory experience in a hospital, laboratory or health care facility/agency, which includes experience at a managerial or supervisory level. A Master's Degree is a plus!

Come Join Our Team!

In addition to a competitive salary, our compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

Only 30 minutes north of New York City, Westchester County is New York's Intellectual Capital®, with abundant culture, award-winning parks, nationally recognized public schools as well as world-renowned colleges, universities and research centers. Westchester County government provides a wide array of services and events that are every bit as diverse as the resident population we serve.

Submit resumes and cover letter with salary requirements to: jobs@westchestergov.com

Important: Please indicate **Chief Administrator – L&R** in the subject line of your e-mail.

Westchester County is an equal opportunity employer