

LABORATORY QUALITY ASSURANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Either directly or by delegation, and under the direction of the Laboratory Director, the incumbent is expected to oversee the control systems necessary to ensure that information generated by the Laboratory is generated in accordance with business needs of the County and in conformance with regulations of New York State. A Laboratory Quality Assurance Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Install, apply, develop, and maintain quality assurance practices, which will enable the laboratory to meet and exceed, desired quality standards in a cost effective fashion;
- Insures that proper clinical laboratory quality control standards are being satisfied;
- Monitor quality assurance activities in the Laboratory to determine conformance with authorized procedures and good practices, and to make, or arrange to have made, corrections and improvements as may be necessary;
- Performs calibrations and authority over all instrumentation repair;
- Performs method verification and validation;
- Maintains procedure manuals, quality control manuals and other records;
- Performs proficiency testing and cross check programs;
- Performs application of statistical techniques;
- Keeps abreast of latest developments in the field by reading current technical literature and attending technical meetings;
- Reviews and approves data;
- Assists in and /or conducts all laboratory investigations of discrepancies to resolve problems with clients, and to inform Laboratory Director of required corrective actions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern laboratory practices, techniques, equipment, terminology and safety precautions practices, good knowledge of the practices governing the conduct of scientific laboratory tests; good knowledge of recognized fields of laboratory specialization; a high degree of skill in the operation and care of modern laboratory equipment and apparatus; a high degree of skill in the performance of difficult laboratory tests and routines; ability to advise in the purchase of laboratory supplies which have a direct effect on quality, execute or participate in internal and external quality audits, assist in the training efforts of the Laboratory, ability to understand and follow complex technical oral and written instructions; ability to carry out the above responsibilities, and all others that may be assigned, in a manner demonstrating support for and adherence to the Department's Policy and Procedures, Laboratory's Management Quality Policy and to exercise good judgment; ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence, ability to speak effectively to employees; ability to develop policies and procedures related to the quality efforts in the laboratory; ability to analyze numerical reports from related laboratory machinery; ability to develop and analyze results from various laboratory instruments and develop quality statistics of overall quality performance of the laboratory; thoroughness; dependability; resourcefulness; diplomacy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in the physical or biological sciences or closely related field and five (5) years laboratory experience performing analytical sampling, testing and analysis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possess and maintain a New York State Driver's License.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/19/15