

**City of Austin - JOB DESCRIPTION****Laboratory Director**

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	15267	Salary Grade:	BE0
Approved:	September 21, 1999	Last Revised:	July 06, 2017

Purpose:

Under minimal direction, plans, develops, implements, and oversees all functions of the Forensic Science Laboratory, including the Evidence Section, of the Austin Police Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Leads, manages, and directs forensic operations in a manner that develops, builds, and continually enhances a premier forensic science laboratory that engenders public confidence in its ability to provide accurate, unbiased, and timely analysis of forensic evidence and related services.
2. Plans, organizes, directs, audits, and controls forensic services within the The services assigned to this type of workgroup provide a more complex strategic focus to the overall Departmental operational goals.
3. Analyzes business and workforce needs to develop targeted short and long range strategies, and implement operational plans to meet performance
4. Establishes procedures to ensure compliance with national crime laboratory accreditation requirements.
5. Monitors external legal precedents effecting the operation of the forensic science laboratory.
6. Solicits, monitors and researches federal, state, and local grant opportunities available for all units/disciplines of the laboratory; assists with the preparation of grant proposals, applications, and documentation; and is responsible for quarterly status reports.
7. Represents the Police Department on forensic science issues.
8. Acts as a liaison between the City and other agencies regarding scientific matters, equipment, case processing, supply procurement, laboratory safety, preparation, and maintenance of laboratory records.
9. Plans the work of the assigned areas, determining optimal utilization of resources and staffing within allocated operating budgets.
10. Oversees proficiency, training and testing programs.

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of ASCLD/LAB Accreditation standards.
- Knowledge of safety programs and Material Safety Data Sheets.
- Knowledge of applicable scientific technical working group requirements.
- Knowledge of applicable professional organizations.
- Knowledge of the principles of chemistry, physics, biology, physiology, and photography as it relates to forensic science
- Knowledge of crime scene procedures.
- Knowledge of state and federal statutes and case law covering drugs and the use of physical evidence in court, the rules of criminal procedures concerning time limits, discovery, evidence, and expert witnesses.
- Knowledge of Police Department policies, procedures, rules, regulations, and laboratory functions.
- Knowledge of fiscal planning and budget preparation.
- Knowledge of Federal, State, local laws, and City ordinances.
- Knowledge of city practice, policy and procedures.
- Knowledge of supervisory and managerial techniques and principles.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software. Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Skill in planning and skill in handling conflict and uncertain situations.
- Ability to analyze and resolve irregular events.

- Ability to work with frequent interruptions and changes in priorities.
- Ability to establish and maintain good working relationships with city employees and the public.

Minimum Qualifications:

- Master's Degree from an accredited four-year college or university in natural science with coursework in molecular biology, biochemistry, genetics, chemistry and/or statistics, plus seven (7) years of related work experience in a multi-disciplinary laboratory, four (4) years of which is supervisory or managerial experience associated with budget programs or programs associated with operational services of a crime laboratory. Experience must include leading one (1) or more forensic disciplines recognized by ASLCD/LAB (American Society of Crime Laboratory Directors/Laboratory Accreditation Board) or other nationally recognized accrediting body.

Licenses and Certifications Required:

- Valid Texas Class C Driver's License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.