



## JOB INFORMATION

<i>Job Code:</i>	185120
<i>Job Title:</i>	Laboratory Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.; Supervises employees and/or student workers.
<i>Job Family:</i>	Instructional Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	4 Administrator

## JOB SUMMARY

Responsible for the administrative management of a laboratory department. Plans laboratory objectives. Determines and/or recommends laboratory setup or design. Oversees equipment acquisition, laboratory operation and monitoring, and maintenance. Directly or indirectly manages all staff, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships, and short- and long-range staffing needs. Assesses department needs and efficacy of equipment. Oversees quality services, environmental health and safety program, and production of laboratory reports. Develops and manages laboratory department and program budgets. Develops and implements various standards, policies, and procedures. Ensures compliance with state, federal, and local regulatory agencies.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
X		10 years	

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in a laboratory facility setting.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Specialized, progressively responsible experience in laboratory instrumentation.
X		Demonstrated leadership, interpersonal, organizational, project management, critical thinking, and analytical skills.
X		Ability to plan strategically.
X		Demonstrated ability to deftly handle time-sensitive matters, meet strict deadlines, and accomplish high-profile and sometimes confidential tasks.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
X		Knowledge of laws and regulatory requirements related to specialized field.
	X	Demonstrated experience with budget planning and management.
	X	Multilingual communication skills, fluent in other languages beyond English.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for the administrative management of services, programs, technical operations, and maintenance of a laboratory department. Plans and develops laboratory and program objectives. Determines and/or recommends laboratory setup or design, equipment acquisition, laboratory operation and monitoring, and maintenance. Oversees and maintains analysis of space and equipment requirements and allocates usage based on departmental priorities. Researches and identifies trends and needs; establishes laboratory directions accordingly. Engages in strategic planning to ensure use of state-of-the-art technology.				
Directly or indirectly manages all staff, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships, and short- and long-range staffing needs. Recruits, screens, and hires staff. Oversees onboarding, orientation, and training of new employees. Reviews and approves salary actions. Establishes, monitors, and authorizes work schedules, time off, and leave requests for employees and student workers. Authorizes overtime. Monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed. Determines and delegates assignments to staff. Oversees staff performance appraisal process and remains informed of any disciplinary actions required.				
Assesses department needs and efficacy of equipment. Evaluates new equipment and methodologies being utilized in the field based on changes in technology. Makes recommendations to senior management regarding equipment purchases and processes that would improve services provided. Negotiates with vendors, as needed. Oversees monitoring and maintenance of supply levels for specified sections of laboratory. Provides for the development and maintenance of automated or manual systems and procedures to facilitate laboratory operation and services. Manages information technology related issues in coordination with other university departments.				
Oversees quality services including quality assurance, quality assurance reviews, and performance improvement; addresses areas in need of attention. Develops and implements a quality program and quality assurance measures for the laboratory. Oversees the preparation and generation of laboratory reports for senior management. Recognizes any abnormal and/or critical laboratory results or outcomes and takes appropriate action as needed. Oversees environmental health and safety programs. Ensures safety inspections are conducted; determines whether conditions are safe and any remedial actions are required. Provides health and safety equipment. Ensures maintenance of records for compliance with government and university regulations.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and manages laboratory department and program budgets. Provides forecasts and financial status reports, as needed. Makes recommendations regarding major budgetary allocation decisions. Reviews changes requested by staff and provides recommendations regarding budget, time, and scope implications. Plans, designs, fabricates, and documents setups for funded research and proposals. Reviews research proposals and provides recommendations on feasibility, design and methodology.				
Develops and implements departmental operating and administrative policies. Responsible for establishing standardized and highly specialized procedures in all departmental sections. Directs the dissemination, interpretation, and application of policies and procedures. Ensures that standard operating procedures are appropriate and adhered to by staff. Evaluates and implements processes and procedures aligned with departmental priorities (e.g., laboratory safety, maintaining compliance with regulatory agencies, controlling costs). Develops standards and testing procedures that meet the needs of customers. Ensures compliance with state, federal, and local regulatory agencies. Ensures that the laboratory is prepared for unannounced inspections.				
Maintains currency of developments in field. Reads pertinent literature, attends meetings, and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts. Directs or assists with the development of marketing strategies for outreach programs, including personal networking, publications, newsletters, communication materials, and event planning. Represents the program in community service activities.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.