

PUBLIC HEALTH DEPUTY LABORATORY DIRECTOR

Recruitment #1612-5419-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	3/9/2017 3:00:00 PM
Filing Deadline	3/31/2017 11:59:00 PM
HR Analyst	Nola Nelson

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.

PURPOSE

Under the direction of the Laboratory Director, the Public Health Deputy Laboratory Director assists with new program and business development; administrative, budgetary, and strategic planning; and overall operational support for managing the Milwaukee Health Department (MHD) laboratory quality systems and regulatory compliances. The incumbent serves as the technical director for the laboratory assays and manages the virology, chemistry, and microbiology sections.

ESSENTIAL FUNCTIONS

Administrative:

- Assist the Laboratory Director in the support, maintenance and enhancement of the laboratory testing services of all MHD Programs.
- Participate in departmental and community activities to support the mission of the public Health Laboratory and MHD.
- Coordinate the activities of the Public Health Laboratory sections and act as the MHD liaison to external agencies.
- Ensure compliance with the requirements of laboratory regulatory agencies and professional accrediting organizations.
- Assist in financial oversight by monitoring and reporting monthly revenue and expenditures for each laboratory area.
- Collaborate with the Laboratory Operations Manager; serve as technical adviser to MHD divisions and community partners.

Technical/Operational:

- Supervise and manage scientific sections of the MHD laboratory, including coordination of testing staff, quality assurance and control, safety activities, hiring, training and competency, continuing education and personnel-related matters.
- Provide technological leadership in the evaluation, analysis and validation of test results of routine and emerging methods for microbial testing.
- Explore and adopt new technologies in the detection of microbial pathogens in clinical or environmental samples to enhance laboratory diagnostic capabilities.
- Explore possibilities for expanding chemistry laboratory operations in the areas of clinical, environmental testing and emergency responses, pursuant to CDC & EPA guidelines.
- Develop and document laboratory policies and standard operating procedures for two MHD laboratory sites.
- Collaborate with IT support services to upgrade LIS and to improve laboratory proficiency and efficiency in providing state-of-the-art services.
- Ensure all regulatory compliance obligations are met, especially those pertaining to staff training, continuing education and proficiency evaluation programs.
- Provide day-to-day management of staff, prioritization of work, staff time approval, coordination of ordering supplies, maintenance of equipment and laboratory spaces, prompt and accurate processing of specimens and timely reporting of lab results.
- Schedule and coordinate bench level laboratory activities.

Collaboration/Development:

- Provide oversight of specialty programs such as bioterrorism preparedness and waterborne pathogens laboratory.
- Pursue grant opportunities with the MHD, community partners and collaborators.
- Liaise with external agencies including the CDC, FBI, hospitals/clinics, Police, Fire, and Emergency Management, to ensure MHD Laboratory preparedness to meet any public health emergency.
- Maintain close academic partnerships with local affiliates, including lectures per scope of programs.
- Explore revenue generating options for the City of Milwaukee with internal and external clients and collaborators.
- Present MHD Laboratory activities and outcomes at local, state, national, and international platforms, meetings and conferences.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Work outside standard business hours to respond to public health and security emergencies.
- Occasionally lift and move objects weighing up to 10 lbs.
- Wear a particulate respirator (N95 or higher), have a respirator fit test and TB skin test annually.
- Participate in the Federal Select Agent Program (Public Health Security and Bioterrorism Preparedness and Response Act of 2002).
- Obtain FBI background clearance.
- Travel outside of the City of Milwaukee; occasional overnight travel may be required.

MINIMUM REQUIREMENTS

1. Ph.D. in microbiology from an accredited college or university.
2. Three years of experience in a diagnostic microbiology laboratory with demonstrated experience in molecular biology, microbiology and/or virology; analytical and biochemical testing; and related advanced techniques, including at least one recent year of experience serving in a managerial capacity within a laboratory setting.
3. Valid Wisconsin Driver License at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: College and graduate-level transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcripts must be legible and include the college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Eligible for a Clinical Laboratory Director's certificate, pursuant to CLIA guidelines
- Experience working in a government, public health laboratory environment.
- Experience related to advanced molecular diagnostic applications.
- Experience working in a high containment laboratory.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public health microbiology and chemistry on issues related to contaminants to food, water, communicable and sexually transmitted diseases, including quality control and laboratory safety.

- Knowledge of laws, rules and regulations governing the operation of a public health laboratory.
- Knowledge of common causes and modes of transmission of communicable diseases.
- Knowledge of health and safety precautions and procedures required in a laboratory setting.
- Knowledge of the standards and practice of Level 2 and 3 biosafety research, development, testing and evaluation.
- Knowledge of laboratory management, including continuous process improvement methods.
- Knowledge of and ability to work effectively with computer applications including Laboratory Information System (LIS), Specimen Management, word processing, spreadsheets, presentation, and database software.
- Ability to apply mathematical operations to tasks.
- Ability to apply principles of logical or scientific thinking to practical problems.
- Ability to provide leadership and direction to laboratory staff pertaining to administrative, quality assurance and public relations functions.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills and sound judgment.
- Ability to read, analyze, interpret and communicate the most complex technical, administrative and educational documents.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to author effective, persuasive speeches, presentations and articles on controversial or complex topics.
- Ability to use original or innovative techniques to present complex topics, persuasive speeches and articles to diverse populations.
- Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary team, City officials and managers, community partners, other agencies and institutions and the public.
- Ability to work in a fast-paced team environment, remaining positive and poised under pressure and handle sensitive situations diplomatically and professionally.
- Planning and organizational skills to be able to handle multiple assignments simultaneously, adjust to changing priorities and complete assignments in a timely manner.
- Professionalism, honesty, and integrity, as well as the ability to maintain confidentiality.
- Commitment to professional development and staying apprised of best practices in laboratory operations.
- Commitment to the promotion of health and the prevention of disease.

CURRENT SALARY

The current starting annual salary (PG 1JX) for City of Milwaukee residents is \$80,442, and the non-resident starting annual salary is \$78,469. Appointment above the minimum is possible, based upon qualifications and experience, and is subject to approval.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **Friday, March 31, 2017.** Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.