

**United States Virgin Islands Department of Health
Public Health Laboratory Position Description**

POSITION TITLE: Environmental/Clinical Microbiologist – Leptospirosis,
Melioidosis and Other Bacterial Infections
STATUS: Full-Time, Exempt
LOCATION: St. Croix, United States Virgin Islands
APPROVED BY: United States Virgin Islands Department of Health, US
Centers for Disease Control and Prevention (CDC),
Association of Public Health Laboratories (APHL)
APPROVAL DATE: 12/15/2018

POSITION SUMMARY:

The Environmental/Clinical Microbiologist directs and guides microbiological activities including bacteriology, virology, serology, parasitology, mycobacteriology, mycology, molecular microbiology, food and environmental microbiology and media preparation. The supervisor oversees technical and personnel management, reviews and monitors fiscal aspects of branch operations including grants, serves in a leadership role in the laboratory in strategic and business planning, prepares reports for laboratory directors and others, and serves as a subject matter expert on microbiology for clinical and other partners as well as other external stakeholders.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Directs and Guides Microbiological Activities of Laboratory

- Actively participates in strategic planning by developing short and long-term goals and objectives that are consistent with the laboratory's mission.
- Directs the development and implementation of management and operating systems.
- Directs, documents and communicates policy changes to all affected parties.
- Serves as the liaison between direct reports and laboratory leadership, effectively communicating information, issues, and solutions in a timely manner.
- Leads meetings to establish an environment for open communication with staff.
- Represents the laboratory as the point of contact for clinical partners, federal agencies and other stakeholders, and represents the laboratory at national and other meetings, conferences, seminars, boards and committees.
- Serves as liaison to consumer groups, advisory groups and committees.
- Reviews all complaint investigations and ensures problems are documented and that follow up is complete; strives to ensure that there are no valid complaints from customers concerning staff's attitude or of the quality of the work provided.
- Develops, directs and evaluates feasibility studies for implementation of new technologies to meet customer needs, improve turnaround times or to reduce costs.

- Analyzes workload management by review of monthly team reports and directs follow-up activities related to customer inquiries or reports of backlogs.
- Directs and reviews operational and contingency plans for managing the workload; ensures the contingency plans are communicated to customers and upper management.
- Provides general oversight of safety and environmental compliance.

Directs Technical Management

- Ensures compliance with policies and procedures and regulatory requirements including Clinical Laboratory Improvement Amendments, College of American Pathologists, CDC, US Environmental Protection Agency (EPA), US Food and Drug Administration (FDA) and US Department of Agriculture (USDA).
- Participates in development, implementation and maintenance of a comprehensive quality system that meets or exceeds requirements of customers and regulatory oversight agencies, and coordinates quality assurance activities with quality assurance officer.
- Ensures safety guidelines are followed.
- Reviews and approves new or updated standard operating procedures (SOPs) and performs annual review of SOPs; provides guidance for preparation of SOPs when needed due to audit deficiencies or in response to requests from leadership; requires all procedures have a written SOP and that staff follows them.
- Directs and reviews problem-solving processes when serious technical or quality assurance problems interrupt routine completion of testing.
- Reviews technical audit reports, proficiency testing results, quality assurance reports and corrective action reports, and directs that appropriate corrective action be completed.
- Directs reviews of analytical records in response to quality assurance questions; reviews and approves reports of findings and recommendations.

Directs Personnel Management

- Reviews and approves job descriptions, reviews and approves selection decisions and other staffing changes, ensures that performance evaluations are maintained according to the Department of Health policy, reviews and approves actions taken by direct reports on performance management issues, evaluates direct reports recommendations for merit raises and other awards to ensure consistency with Department of Health policies.
- Willingly meets with individual employees who request assistance in resolving workplace concerns.
- Recommends staffing and funding for program activities.
- Encourages technical staff training to a level of competency commensurate with their position and duties.
- Identifies staff development and training requirements for all direct reports.
- Ensures staff at all levels attend available training activities, taking into account budgetary and time constraints.

Reviews and Monitors Fiscal Aspects of Microbiology Operations Including Grants

- Provides needs in regards to budgets for reagents, consumables, equipment, safety, building improvement, training and travel.
- Reviews grant applications, budgets and reports to ensure complete and accurate information is provided within required timeframes.
- Reviews and approves requests for purchases.
- Ensures adequate planning occurs for supplies and instrument maintenance so emergency purchases are not required for routine needs.
- Directs the procurement, implementation and improvement of laboratory information management systems to meet operational needs.

Other duties as Assigned

- These duties include but are not limited to actively participating and/or serving in a supporting role to meet the laboratory's obligations for disaster response and/or recovery or continuity of operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location. Safe operation of either a territorial owned vehicle or personal vehicle is required to conduct business and an acceptable driving record must be maintained.

OVERALL QUALIFICATIONS:

This position requires a responsive, committed individual who recognizes the impact of the work of the organization as a whole.

The requirements listed below are representative of the knowledge, skill and/or ability required for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

Education/Experience:

- PhD in clinical laboratory science or chemical, physical, biological science AND 1 year training/experience in high complexity testing.
- Master's Degree in clinical laboratory science, medical technology, or chemical, physical, biological science AND 1 year training/experience in high complexity testing.

Knowledge of:

- Knowledge of classical principles and practices in the field of Microbiology.
- Knowledge of Molecular Microbiology and emerging technologies.

- Knowledge of principles and practices in administration and supervision.
- Knowledge of materials, equipment, and instruments used in laboratories.
- Knowledge of different tests and analysis that are performed in the laboratories.
- Knowledge of occupation risks and safety measures.
- Knowledge of medical nomenclature.
- Knowledge of quality management and laboratory information management systems.

Skills:

- Skill in the operation of laboratory equipment and instrument, and laboratory materials.
- Strong leadership skills to guide staff and evaluate new technologies.
- Well-developed reading, writing, and interpersonal skills.
- Robust oral communications skills.
- Innovative troubleshooting and problem solving skills.

Abilities:

- Ability to plan, coordinate, and supervise laboratory services.
- Ability to train, inform, evaluate and supervise personnel.
- Ability to process laboratory samples.
- Ability to perform minor physical work, constant visual effort, and minor mental effort.
- Ability to perform work that involves exposure to moderate risks.
- Ability to establish and maintain effective work relationships.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a colleague to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the colleague is required to sit for long periods at a time; type using a computer keyboard; visually read information off of a computer monitor; talk, hear, and orally communicate information over the telephone. Specific vision abilities required by the job include close vision and color vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee could be exposed to outdoor

weather conditions prevalent at the time. The noise level in the work environment may vary from light to moderate depending on the location.

CRITERIA FOR PERFORMANCE EVALUATION:

Performance evaluation will be based on meeting the criteria outlined herein.

POSITION REPORTS TO:

The supervisor will be designated at the time of hire.

POSITION DESCRIPTION STATUS:

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. The US Virgin Islands Department of Health reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract. This position is funded under a cooperative agreement between the Association of Public Health Laboratories (APHL) and the US Centers for Disease Control and Prevention (CDC) and will end by August 2020. The employee will work for the US Virgin Islands Department of Health under a contract with ExecuSource, LLC.

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, national origin, ancestry, citizenship status, sexual orientation, gender identity, marital status, veteran status, disability, age, genetic information or any other characteristic protected by applicable law.

Interested applicants should send their résumé or curriculum vitae to Hiring Manager at emergency.preparedness@aphl.org with the position title in the email subject line.