Title: Supervisor, Hoxworth Technical

Pay Scale Group: 16

FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, supervise the daily operations of a laboratory of the Hoxworth Blood Center.

Characteristic Duties

- Supervise the daily operations of the laboratory to assure uninterrupted delivery of laboratory services.
- Oversee the maintenance of laboratory equipment and reagents, equipment quality control and biosafety standards.
- Develop and maintain laboratory policies and procedures.
- Accumulate, distribute and review reports of departmental statistics and maintain administrative records as needed.
- Perform technical and clerical duties as needed.
- Communicate policies, procedure and management meeting minutes to staff.
- Communicate appropriately to staff, donors, students, external departments and others as needed. Answer technical and medical questions when appropriate.
- Determine necessity to contact division director or medical director in emergency situations.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Maintain on-call and/or 24-7 coverage as appropriate.
- Develop annual budget and monitor monthly expenses and revenues
- Perform related duties based on departmental need.

Unusual Working Conditions

- No unusual physical requirements. Position frequently requires sitting, handling objects with hands. Job occasionally requires standing, walking, reaching, talking, hearing and lifting up to 20 pounds.

Minimum Qualifications

- MT (ASCP) or equivalent laboratory certification with three (3) years experience; -OR- Bachelor’s degree with three (3) years experience.

Last updated: July 2009

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