Family: Clinical and Health Services
Level: AM6
Position Profile Title: Supervisor-Vet Diagnostic Lab

Salary Grade	Minimum	Midpoint	Maximum
5	$51,072	$68,988	$86,904

PROFILE SUMMARY:
Positions in this job profile perform the work in a veterinary diagnostic lab with the addition of supervisory responsibilities. They supervise the daily operation of the unit or department by reviewing and approving reports, and determining priorities, schedules and work load.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Supervisor-Vet Diagnostic Lab are the specialized skills and education required to perform quality audits, design and develop testing procedures and methods, and develop and optimize laboratory procedures. Positions supervise the daily operations and perform complex testing, analytical and diagnostic procedures for the lab.

PRIMARY POSITION RESPONSIBILITIES:
1. Administers daily operations throughout the laboratory to ensure highest quality analytical results in a safe and organized work environment.
2. Develops, maintains and modifies short and long term planning and services for the lab.
3. Supervision includes planning, assigning, and approving work; rewarding/disciplining; responding to grievances; hiring/firing (or effectively recommending); preparing and signing performance evaluations/reviews of employees including classified and/or professional faculty.
4. Researches, develops and performs laboratory procedures and analyses; interprets and applies results.
5. Ensures compliance with university policy, state and federal regulations, and accreditation requirements, including maintaining and updating records and systems for safety and quality standards, protocols and best practices.
6. Provides information, education and communication of related test results and analyses to veterinary practitioners, clients, and students.
7. Participates in research for the university and clients, and instruction of veterinary students.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions may affect a work unit or area within a department; job may contribute to business and operational decisions that affect the department.

Decisions impact:
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by senior management, division and university strategies, mission and vision; existing practices, professional standards, and accreditation requirements are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

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Supervises work of classified or unclassified employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Has responsibility for making decisions on hiring, termination and pay adjustments.

Monitors, informs, reports, reconciles within the unit/department budget.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit and Externally to:
- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:
Bachelor's degree in Biology, Microbiology, Chemistry, Medical Technology, or related field.

3 years of experience in a diagnostic laboratory, medical laboratory or research laboratory working in bacteriology, histopathology, immunology, medical technology, molecular diagnostics, necropsy, parasitology, pathology, and/or virology.

Lead work or supervisory experience in a laboratory setting.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.