

MEDICAL TECHNOLOGIST SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex professional and supervisory medical laboratory technology work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the functions and activities of the medical laboratory consisting of hematology, parasitology, cytology, virology, chemistry, urinalysis, continuing education, Southern area health center.

Reviews and revises laboratory operating procedures; recommends formulation of program policies and procedures to improve effectiveness.

Participates in the preparation of budget estimates and justification; orders supplies and equipment; makes recommendations on personnel actions.

Performs highly complex laboratory tests and analyses; participates in special studies and research projects.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of medical technology.

Ability to supervise laboratory programs and activities.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in laboratory operations and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in using laboratory instruments and equipment, determining test procedures, and interpreting results.

MINIMUM EXPERIENCE AND TRAINING:

A) Two years of experience as a Medical Technologist II or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in medical technology; or

B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a current certificate of registration as a registered medical technologist approved by the American Society of Clinical Pathologist.

ESTABLISHED: July, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission