

CLASS TITLE: FORENSIC LABORATORY DIRECTOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for directing, planning, developing, supervising and administering the activities and advanced scientific work of the Police Forensic Laboratory; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages and/or participates in projects and prepares project schedules and develops division goals and objectives
- Plans, schedules and coordinates laboratory and data analysis work
- Trains and supervises employees and their development in the areas of accreditation, administrative documentation, and quality assurance.
- Supervises the testing and analysis required in criminal investigations for the Police Department, other law enforcement agencies and the District Attorney's Office
- Projects, prepares, administers and monitors divisional budget
- Orders, maintains and designates as appropriate laboratory inventory, including highly complex and advanced scientific testing instruments and software
- Acts as a liaison with other community, law enforcement and judicial agencies
- Researches, writes and administers grants for training, enhancement of services, research equipment and specialized studies
- Oversees health and safety, biological and hazardous materials, and facility security programs
- Monitors staff compliance with the requirements of the laboratory accreditation program
- Liaisons with and educates attorneys, courts, law enforcement and legislative bodies to further forensic and department goals
- Co-administers the lab case management database
- Researches novel and newly accepted national standard methods, procedures, equipment and instrumentation utilized in forensics, crime scene and evidence management to implement within the Lab and Department
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in forensic science, chemistry, biology, or related natural science, and eight (8) years of progressively responsible experience as an authorized Forensic Scientist in an accredited forensic science laboratory with two (2) years of forensic managerial experience.

Knowledge, Abilities and Skills: Considerable knowledge of forensic disciplines and forensic science laboratory management; considerable knowledge of forensic science laboratory accreditation, assessment, and audits; considerable knowledge of laboratory research methods; ability to write technical reports and correspondence and handle sensitive public contacts; ability to supervise technical staff; skill in written and verbal communications with professionals and lay persons; ability to solve problems involving many variables; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory office setting.

Class Code: 1145

EEO Code: E-01

Pay Code: ST-62

Group: Cultural, Legal, and Sciences

Series: Sciences

Effective date: July 20, 2020