

# JOB DESCRIPTION



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**Position Title:** Science Lab Manager

**Department:** Science

**Employment Category:** Administrative Staff

**Primary Location:** District-wide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 10 months/year

**Pay Grade:** AS14

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**Position Summary:** The Science Lab Manager is responsible for overseeing the operation and supervision of all science instructional laboratories throughout the district, ensuring compliance with the science laboratory safety program, coordinating the budget and expenditure of funds to support all laboratory equipment, materials and instructional requirements.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Manages the day-to-day operations of the science labs and provides technical support to instructors and students; assists in the preparation of lab materials for all lab-based science classes; mixes chemicals, calibrates and supplies laboratory equipment; provides preserved specimens for dissection; performs sterilization procedures, prepares biological media, grows and maintains viable bacteriological cultures for Microbiology and Biology classes as needed

Maintains and secures lab supplies and specimens to include but not limited to microscopes, scientific equipment, dissection specimens, cadavers, classroom animals and plants; implements new equipment and supplies, researches new products and coordinates the purchase with vendors; maintains appropriate inventory of all physical, chemical and biological supplies; identifies, researches, and resolves equipment operational problems

Develops, updates and assists with the enforcement of laboratory policies and procedures; coordinates the development and implementation of laboratory safety and care standards; ensures updated Safety Data Sheets are readily available

Coordinates with faculty to formulate budget recommendations which includes identified equipment, materials and instructional requirements to ensure maximum benefit to the science program

Hires, trains, and supervises student employees and part-time laboratory staff

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Revised 08/21

VPA approved 082521

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Bachelor's degree in chemistry, biology, or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years of laboratory experience and two years' supervisory experience

Preference may be given to individuals with experience working in Microbiology and/or Organic Chemistry

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of the cleaning specifications of various laboratory equipment, fixtures, utensils, and related materials

Knowledge of proper procedures for handling hazardous materials and disposition of hazardous waste, and familiarity with Safety Data Sheets (SDS)

Knowledge of quality, safety, and/or infection control standards

Knowledge of the principles and best practices of laboratory operation

Skill in preparing instructional aids and plans

Skill in supervisory practices and techniques

Skill in listening to issues, synthesizing information and reaching sound conclusions

Skill preparing, monitoring and maintaining budgets

Skill in presenting ideas and concepts orally and in writing

Ability to supervise the work of others, including managing performance and scheduling

Ability to effectively supervise a student laboratory setting, including providing guidance and instruction in laboratory protocols and in the safe use of laboratory equipment

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

**Work Environment:** Work is primarily performed under general supervision in an office setting and a laboratory setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Light Work:** Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds; requires a good deal of walking or standing

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Dean of Mathematics and Sciences

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to do and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.