UNIVERSITY OF SOUTHERN CALIFORNIA

Laboratory Manager

Job Code: 185119

Grade: K
OT Eligible: No
Comp Approval: 10/8/1993

JOB SUMMARY:
Oversees the operation and maintenance of one or more laboratory facilities for a school or academic or research department. Provides technical laboratory expertise to faculty, research staff and graduate or undergraduate students in the design and execution of experiments.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Hires, trains, assigns, prioritizes and schedules work. Assesses performance and gives feedback. Counsels or disciplines, as needed.

Oversees the operation and maintenance of one or more laboratory facilities in a school or academic or research department. Provides advice on laboratory setup or design, equipment acquisition, laboratory operation and monitoring, and maintenance. Develops and implements operating procedures and standards to ensure laboratory safety and overall organization and cleanliness.

Plans, designs, fabricates and documents setups for funded research and proposals. Reviews research proposals and provides recommendations on feasibility, design and methodology.

Controls equipment and supplies inventory. Recommends purchase, locates, negotiates prices, and orders equipment and supplies for funded research, proposals, graduate research and student labs. Maintains vendor contacts and backup purchase documentation files for reference or reporting, as needed.

Fabricates setups and operates equipment for student labs.

Determines laboratory staffing requirements based on scheduled research projects and labs. Supervises the work of staff and/or student workers assisting in the laboratory.

Operates test equipment and runs tests to include computer interaction.

Provides historical data and projections for use in developing budgets. Assists in budget administration and expense tracking.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential:  

☐ No  ☑ Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Minimum Experience:

7 Years

Minimum Field of Expertise:

Specialized, progressively responsible experience in laboratory instrumentation

Preferred Education:

Master's Degree

Preferred Experience:

10 Years

Skills:  Other:

Analysis
Assessment/evaluation
Budget control
Conceptualization and design
Consulting
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Supervises:  Level:

Supervises employees and student workers
SIGNATURES:

Employee: ___________________________ Date:_____________________________
Supervisor: __________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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