AUBURN
Human Resources

Mgr, Laboratory Research

Job Description

JOB INFORMATION

Job Code	HC25
Job Description Title	Mgr, Laboratory Research
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/1/2016

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Oversees the daily operation and maintenance of a research laboratory engaged in planning and performing analyses and tests required for research, development or quality control of processes or products.

RESPONSIBILITIES

- Plans and oversees the daily operation of a research laboratory to meet schedules, standard procedures, and safety and records keeping/reporting requirements.
- Assists with the designing and planning of experiments, tests, and laboratory sequences by providing knowledge/expertise to researchers.
- Plans and coordinates the repair, security, and maintenance of equipment, supplies, and facilities of the laboratory.
- May draft grant proposals and conduct formal and informal tours of the laboratory and manages financial transactions.
- Maintains inventory of supplies necessary for field use.
- Collects and identifies samples, performs analysis, and prepares appropriate reports.
- Instructs and trains students on the safe and proper use of the lab and associated equipment.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline required. A Science or related field is desired.	and	3 years of	experience in the coordination of lab operations, maintenance, procedures, and research.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of laboratory techniques, safety procedures, and teaching principles.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	May require position specific licensure or certification. (The completion of two programs specific to the discipline area is acceptable)	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.