AUBURN
Human Resources

Dir, Chemical Laboratory

Job Description

JOB INFORMATION

Job Code	HC41
Job Description Title	Dir, Chemical Laboratory
Pay Grade	RE10
Range Minimum	$64,980
33rd %	$82,310
Range Midpoint	$90,970
67th %	$99,640
Range Maximum	$116,970
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/7/2011

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Oversees the daily operation and maintenance of the department's mass spectrometers by engaging in running samples, assisting researchers with data analysis, and experimental design.

RESPONSIBILITIES

- Plans and oversees the daily operation of the mass spectrometers to meet schedules, standard procedures, and safety, and maintains instruments to ensure that they are functional and available for use.
- Trains and assists users in acquiring and interpreting data and in design of appropriate experimental protocol.
- Collaborates with researchers in research projects, proposal writing and publications.
- Drafts grant proposals for instrument acquisitions and manages financial transactions.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
PhD	In Mass Spectrometry or related field	and	5 years of	Experience in analyzing chemical problems and the coordination of lab operations, procedures, and instruction	

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	
None 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		
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.