AUBURN
Human Resources

Lead Medical Technologist

Job Description

JOB INFORMATION

Job Code	IC10
Job Description Title	Lead Medical Technologist
Pay Grade	HW11
Range Minimum	$62,970
33rd %	$77,670
Range Midpoint	$85,010
67th %	$92,360
Range Maximum	$107,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	10/9/2025 11:07:45 AM

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Lab

JOB SUMMARY

Coordinates professional oversight, analyses, tests, and diagnostic procedures in a medical research laboratory.

RESPONSIBILITIES

- Develops protocols and standard operating procedures, ensuring compliance with Federal, State, University, and accrediting agency policy regarding veterinary medical laboratories.
- Performs and reviews quality controls in testing and decides if results are within acceptable ranges, and researches and corrects problems.
- Operates, calibrates, maintains, and cleans equipment used in quantitative analysis.
- Conducts chemical analysis of specimens, including blood, urine, and spinal fluid, to determine the presence of normal and abnormal components.
- Assists in training students, residents, and staff in laboratory procedures and the use of the hospital/laboratory information data management system.
- Trains and directs lab assistants, staff, and students on proper methods of collection of specimens and laboratory testing.
- Assists in the evaluation of new equipment and procedures for use in research and the clinical laboratory.
- Prepares technical reports on procedures and results of laboratory tests and examinations.
- Negotiates vendor contracts for purchasing supplies, materials, and equipment for the economic efficiency of the lab.
- Prepares department invoices and annual income/expense reports.

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	In Medical Technology or a related Science.	and	5 years of	Experience as a medical technologist in clinical pathology. 10 years of experience is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of medical technology procedures and practices to include analysis and diagnostics.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
ASCP - Medical Technologist		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			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

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