



Public Health Lab Administrator and Lab Director

HSSL14-22341

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Are you an exceptional leader, who works to a high standard, has energy and drive, and are willing to meet the challenges of public service? Your talents are needed to fill this At Will position of Public Health Lab Administrator and Lab Director for the Public Health Division, Wyoming Department of Health (WDH). This position is suited for the dedicated professional Lab Director who wants the opportunity to serve as the at-will Lab Administrator and High Complexity Laboratory Director (per CLIA) and also for the State of Wyoming Life Resources Center (facility for the care of persons with acquired and developmental disabilities) clinical laboratory, which is located in Lander, WY.

In return for your expertise, you will enjoy opportunities to travel throughout our beautiful state, receive industry-leading benefits and opportunities to learn, grow and thrive in the Wyoming Department of Health, where there is no greater opportunity or satisfying quest than to help people live healthier lives. Here in Wyoming, the spirit of community permeates our daily actions and interactions. It's a welcoming spirit, and one that's alive and well at the Wyoming Department of Health. Each of us-from our financial professionals to our RNs and physicians on the frontline of care-contributes to the ongoing mission. If you're looking to make a positive difference in people's lives and be a part of our rich heritage of care, this is the place to put your beliefs into practice.

Location: Cheyenne, Wyoming- The WDH primary office is located in Cheyenne, which is the state capital and economic center and has the largest population in Wyoming, with only 60,096 people. Wyoming is the least populous state and has a lower than average cost of living. In fact, Moneyrates.com has named Wyoming as the #5 best states to make a living in 2013! Enjoy a small town atmosphere only 100 miles from Denver, with no state income tax, lower cost of living, an average of 300 days of sunshine each year, nearby access to skiing, hiking, fishing, hunting, excellent camping opportunities, and many other outdoor activities. Wyoming has many great state parks, including nearby Curt Gowdy, Glendo, and Guernsey State Parks. In the Northwest corner of the state are Yellowstone and Grand Teton National Parks, where the buffalo still roam. The last full week of July, Cheyenne hosts the largest outdoor rodeo in the world –Cheyenne Frontier Days!



About the Organization: Wyoming Department of Health, Public Health Division, Cheyenne, Wyoming. EEO/ADA Employer.

- WDH employees are our greatest assets. The State of Wyoming offers an excellent benefits package, including medical, dental, life, & vision insurance, paid vacation, sick leave, holidays, employer funded retirement, deferred compensation program, longevity pay, and more. See us online at: <http://www.health.wyo.gov/publichealth/index.html>

Full Hiring Range: \$6,581.00 - \$7,742.00 per month

Our Ideal Candidate will be:

- Qualified as an HCLD per CLIA, or qualify as candidate for a CLIA certifying examination.
- Experienced in budgetary, program management and supervisory functions.

As the Lab Administrator and Lab Director you will:

- Ensure the provision of quality service in all aspects of testing; and fulfill the duties of HCLD per CLIA 88.
- Be responsible for supervision of section personnel.
- Perform general laboratory administrative duties to include: management of PHL state and federal budgets, biennium budget planning, grant development, capital expense planning, human resource management, contract process management, laboratory quality assurance, and oversight of billing and reporting procedures.
- Review laboratory processes, procedures, and quality control.
- Implement quality improvement and performance management.
- Ensure compliance with established quality standards, and applicable state and federal regulations.
- Write detailed technical, investigative and scientific reports.
- Oversee various performance improvement processes as directed by the WDH Director.

Core Skills and Abilities:

- Clear and unquestionable ability to lead, motivate, supervise, and inspire a team
- Skill in administration and management; self-motivator
- Ability to effectively communicate across all levels of the team and organization
- Knowledge of human resource concepts, principles and practices
- Knowledge of chain of custody, legal jurisprudence, and pertinent state and federal statutes and regulations pertaining to laboratory operations.
- Knowledge of principles of molecular biology, biochemistry, toxicology, immunology, serology, clinical laboratory practices, health laboratory management, infectious diseases, and public health microbiology.
- Knowledge and experience in laboratory budget management.
- Professionalism in every instance

Recruitment ID: HSSL14-22341

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