



## **Crime Lab Director**

### **Job Responsibilities:**

Performs other related duties as required. Under the direction of the County Administrator, supervises the crime lab and clerical personnel; coordinates crime lab activities; has oversight of lab quality assurance programs; performs duties of Analyst, Technician, or Monitor as needed.

### **Qualifications:**

Coursework, training, work experience, or equivalent combination:

- Bachelor's degree or higher in physical or biological science;
- 5 years' experience in analytical testing and evaluation in criminal matters;
- 3 years of supervisory experience preferred.

### **License, Certificate, or registration requirements:**

Must qualify for terminal distributor permit through the Ohio Board of Pharmacy and the Drug Enforcement Agency.

### **Duties:**

- Supervision of the crime lab and clerical personnel;
- Oversees laboratory examinations, assigns work functions, reviews data and analytical reports to ensure lab procedures have been followed, administrative and technical review;
- Ensures that instrumental and test data is consistent with reported results;
- Provides training for subordinates; oversees the work assigned regarding controlled substances analysis and toxicology;
- Reviews laboratory policies and procedures to ensure compliance with federal and state laws, regulations, etc.;
- Ensures compliance with departmental policies, procedures and directives.

- Performs duties of the Forensic Analyst, Lab Tech, or Monitor as needed i.e.: performs forensic, chemical, biological analysis or testing on controlled substance and body fluids, ensures preanalytical, analytic, and postanalytical processes are followed to ensure traceability and quality of data; used a variety of forensic techniques; performs separation and extraction procedures and maintains evidence and follows chain of custody; prepares reports related to duties; stores samples.
- Serves as Lab liaison to law enforcement, federal and state, and court systems; receives and responds to inquiries and attempts to resolve complaints and concerns. Gives presentations and education to the public on important forensic cases and trends.
- Prepares preliminary budget for the Lab; manages purchases of department equipment and supplies in accordance with policies and department controls; maintains inventory of supplies. Prepares monthly billing statements and reviews invoices for payment.
- Attends seminars, webinars, conferences and schools to keep apprised of developments in the field; reviews methods and scientific literature, researches analytical methods, implements improvements to testing procedures.
- Testifies in court regarding criminal cases and testing.
- Any other duties as assigned by the Administrator or Board of Commissioners.

**Knowledge of:**

- Department policies and procedures;
- Crime Lab practices and procedures;
- Biology, Chemistry, Forensics;
- Laboratory safety practices;
- Management principles.

**Skill in:**

- Operation and maintenance of lab equipment;
- Troubleshooting and critical thinking;
- Performance of chemistry and scientific processes;
- Computer software, LIMS, Microsoft Office.

**Ability to:**

- Apply management principles to solve agency problems;
- Define problems, collect and analyze data, establish facts, and draw conclusions;
- Exercise independent judgement and discretion;

- Understand, interpret, and apply laws, rules, or regulations to specific situations;
- Interpret extensive variety of technical and scientific data and test results;
- Prepare accurate documentation;
- Compile and prepare reports;
- Communicate effectively;
- Handle sensitive inquiries from officials, clients, and the public;
- Develop and maintain working relationships;
- Travel is possible with this position <1%.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, [hr@loraincounty.us](mailto:hr@loraincounty.us) or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.

*Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.*