

Lead Microbiologist

City of Milwaukee Health Department

THE PURPOSE: Under the direction of the Chief Microbiologist, the Lead Microbiologist of the Clinical and Environmental Microbiology Section is responsible to assist the Chief in the day to day operations as well as performing conventional and complex molecular laboratory tests. The tests are done in support of various MHD programs, including waterborne pathogens, communicable and emerging infectious diseases, emergency preparedness, including bioterrorism preparedness, sexually transmitted diseases and food borne diseases. The Lead Microbiologist serves as the lead worker over Microbiologist IIs and IIIs; these responsibilities include, assure operations of the unit are in compliance with state and federal mandates and guidelines, coordinate quality assurance and quality control (QA/QC) measures, safety and security measures, monitor proficiency testing policies and continuing education programs.

THE ESSENTIAL FUNCTIONS:

- Performs routine and specialized techniques for the isolation and identification and antimicrobial susceptibility of clinical and environmental microbial agents for departmental programs and clinics, as well as fastidious and uncommon agents referred from clinical laboratories.
- Coordinates departmental investigators in the laboratory surveillance and investigation of enteric, respiratory, and sexually transmitted diseases and outbreaks of bacterial, parasitic, mycotic and mycobacterial (TB) origin, and other infectious agents including bio-threat agents as well as testing and evaluating food and water samples.
- Specific testing includes: Ability to properly process clinical specimens for microbiological testing, and perform direct exams of clinical specimens (Gram stains, wet mounts, other stains); isolate and identify bacteria and mycotic agents with proper media and biochemical test, such as: Serotype *Salmonella* and *Shigella*.
- Performs microbiological examination on special request from various agencies and other sections of health department on products of public health significance.
- Assures quality by conventional, molecular, immunological, ELISA, PCR-based, sequencing based, and sub-typing methods including Pulse Field Gel Electrophoresis (PFGE) microbiological methods with a variety of available instruments. Maintains current and updated technical knowledge and skills as required in microbiology and molecular microbiology for analysis of clinical and environmental samples.
- Assumes lead role in trouble shooting for highly sophisticated technical problems and complex instrumentation throughout the section in all programs.
- Interprets clinical and environmental test results including complex threat agents.
- Assumes technical responsibility in the absence of unit staff.
- Assumes immediate responsibility for designated programs in the Clinical and Environmental Microbiology Section in the absence of the Section Chief including 24-hour emergency on-call rotation schedule.
- Assists Chief in scheduling and coordinating bench level laboratory activities.
- Maintains inventory of supplies and the requisition of new supplies.
- Assists Chief in revising standard operating procedures/manuals and organizing data for reports, grants, manuscripts or presentations.
- Trains new personnel.
- Assumes a lead role for investigational studies conducted by the Section Chief.
- Coordinates the implementation of new programs and procedures including training staff.
- Schedules staff to provide appropriate laboratory services for the section on weekends and holidays.
- Assists in budget and cost analysis issues.
- Assists with oversight of specialty programs such as bioterrorism preparedness and waterborne pathogens laboratory.
- Coordinates maintenance of current standard operating procedure (SOP) in the Section, in compliance with guidelines from regulatory agencies to assure consistent performance, quality service, proper sample collection & transport, records for results, equipment & facilities as per instructions from Chief and Laboratory Director.
- Coordinates internal state, federal and other external regulatory agency inspections and relevant quality assurance and quality control (QA/QC) documents.

- Directs proper processing of proficiency samples and maintenance of proficiency test results.
- Coordinates timely maintenance and calibration of instrumentation.
- Maintains current technical knowledge and skills in diagnostic microbiology.
- Maintains the acceptable turnaround time of test results.
- Serves as lead safety officer in assuring proper laboratory safety and security measures are followed by all staff microbiologists.
- Perform other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990

THE CURRENT SALARY RANGE is: (646): \$56,388 - \$67,632 with excellent benefits. *NOTE: Appointment is normally at the beginning of the range.*

THE REQUIREMENTS:

1. Master's Degree in Microbiology, Public Health Microbiology, or Medical Technology/Clinical Laboratory Science with a minimum of 16 credit hours in microbiology. Minimum of 5 years of experience in a clinical microbiology or public health microbiology laboratory. Two (2) years experience with bacterial source tracking using Pulsed-Field Gel Electrophoresis (PFGE); two (2) years experience testing clinical or environmental samples with molecular methods including real time polymerase chain reaction using a platform such as SmartCycler, LightCycler or ABI systems; two (2) years experience in a bio-safety level-3 laboratory; two (2) years experience in a clinical microbiology or public health microbiology laboratory performing diagnoses of infectious diseases; and one (1) year experience with microbiological procedures for the evaluation of water or food environmental samples.

Transcripts must accompany application form. Unofficial copies are acceptable but they must show degree obtained and date of graduation.

2. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Ability to carry out assignments independently and assume responsibilities under supervision, train technical staff, and acquire supervisory capabilities
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations
- Excellent interpersonal, oral and written communication skills
- Knowledge of spreadsheet, database, and word processing software
- Exceptional visionary leadership and quality management skills
- Well-developed technical, teamwork, and ethics abilities
- Knowledgeable in standard safety and security procedures

THE SELECTION PROCESS will be job related and may include one or more of the following: training and experience evaluation, written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The initial selection process will take place as soon as practical after **AUGUST 8, 2008**. Receipt of applications may be discontinued at anytime after this without prior notice. However, if a sufficient number of candidates is not available, recruitment may be continued until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and location of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.