



JOB OPENING

Troup County Government

Position: Drug Lab Administrator	Dept: Court Services	Salary: \$36,984.44/Yr.
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This position is responsible for administering and marketing the operations of the Troup County Drug Lab.

The qualified candidate will have:

- ⇒ A current valid driver's license
- ⇒ Bachelor's Degree and a successful completion of a medical laboratory technician program is preferred
- ⇒ A minimum of two years medical laboratory experience or related field is preferred
- ⇒ Any combination of education and experience that provides the required knowledge and skills will be considered
- ⇒ A minimum of one year in marketing or sales, management and customer service is preferred
- ⇒ Excellent verbal, written, interpersonal communication and public relations skills
- ⇒ Knowledge of maintenance, calibration and operation of specialized laboratory equipment and must complete and be certified in Siemens lab equipment training once hired
- ⇒ Must be detail-oriented and have the knowledge of computers and job-related software programs
- ⇒ Must be familiar with HIPAA and Federal Confidentiality Rule 42CFR regulations
- ⇒ Must have knowledge of the justice system and in chain of custody requirements
- ⇒ Must have knowledge of County and Court policies and procedures and in grant management principles
- ⇒ Must be skilled in the analysis and reporting of laboratory results and in conducting specialized laboratory tests
- ⇒ Ability to maintain confidentiality and exercise discretion in performing assigned duties
- ⇒ Ability to relate to all individuals regardless of economic status, race, religion or gender

Essential duties and responsibilities include the following:

- ⇒ Manages the day-to-day operations of the Drug Lab
- ⇒ Develops and implements lab policies and procedures
- ⇒ Promotes and markets lab products and services to external agencies
- ⇒ Collects and prepares laboratory specimens for drug and alcohol testing; Maintains chain of custody
- ⇒ Maintains and calibrates laboratory equipment
- ⇒ Reviews, records and reports test results
- ⇒ Supervises and maintains client files
- ⇒ Reviews and prepares invoices for payment; Processes and balances accounts payable documents and lab budget reports
- ⇒ Trains, assigns and directs lab staff
- ⇒ Researches, gathers data and prepares reports and charts
- ⇒ Prepares samples for submission to external laboratories
- ⇒ Attends meetings and court hearings to provide information and deliver lab results
- ⇒ Prepares documentation in support of grant applications and grant reporting requirements
- ⇒ Performs all other related duties as assigned

Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 06282017 Drug Lab Administrator

Grade 17

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Tod Tentler

Tod Tentler, County Manager

Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace

6/28/2017

