

CLASS TITLE: FORENSIC OPERATIONS MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for planning, developing, supervising and administering the activities and advanced scientific work of the Police Forensic Laboratory; and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares project schedules and develops division objectives
- Plans, schedules, and coordinates laboratory work
- Trains and supervises employees and their development in the area of laboratory analysis and instrumentation
- Supervises the testing and analysis required in criminal investigations for the Police Department, other law enforcement agencies and the District Attorney's Office
- Develops and monitors laboratory budget
- Orders and maintains laboratory inventory, including highly complex and advanced scientific testing instruments
- Prepares payment requests and maintains records and receipts of purchases
- Acts as a liaison with other community agencies
- Researches, writes and administers grants for research equipment and specialized studies
- Oversees safety and hazardous materials program
- Develops plans and strategies to obtain alternate funding for the laboratory
- Acts as Lab Director during absence of Forensic Lab Director
- Liaisons with and educates attorneys, courts, law enforcement and legislative bodies to further forensic and department goals
- Co-administers the lab case management database
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in forensic science, chemistry, biology, or related natural science and eight (8) years of progressively responsible experience as an authorized Forensic Scientist in an accredited forensic science laboratory with two (2) years of forensic supervisory/managerial experience preferred.

Knowledge, Abilities and Skills: Considerable knowledge of forensic disciplines and forensic laboratory management; considerable knowledge of forensic science laboratory accreditation, assessment, and audits; considerable knowledge of laboratory research methods; ability to write technical reports and correspondence and handle sensitive public contacts; ability to supervise technical staff; skill in written and verbal communications with professionals and lay persons; ability to solve problems involving many variables; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory office setting.

Class Code: 1149

EEO Code: E-01

Pay Code: ST-58

Group: Cultural, Legal, and Sciences

Series: Sciences

Effective date: September 2, 2020