

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: DIRECTOR OF THE MEDICAL LABORATORY TECHNICIAN AND THE MEDICAL OFFICE PROFESSIONAL PROGRAMS**

#### **SUMMARY DESCRIPTION**

Under the administrative direction of the Dean, plan, coordinate, and direct the activities and operations of the Medical Laboratory Technician and the Medical Office Professional programs; supervise academic and classified staff.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities. **E**
2. Plan, coordinate, and supervise the operations of the Medical Laboratory Technician and the Medical Office Professional programs; schedule and staff all medical laboratory technician and medical office professional classes and internships; arrange for supervision of all internships by a clinical laboratory scientist and/or physician. **E**
3. Lead faculty in curriculum planning. **E**
4. Collaborate with the Dean to develop student selection process; select students. **E**
5. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures. **E**
6. Participate in the selection, training, supervision, and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate in the evaluation of classified and certificated staff and faculty. **E**
7. Oversee and participate in the development and administration of the Medical Laboratory Technician and the Medical Office Professional programs' annual budgets; participate in the forecast of funds; monitor and approve expenditures; implement adjustments. **E**
8. Order and maintain all laboratory/clinical supplies and equipment; oversee the maintenance of laboratory/clinical equipment. **E**
9. Prepare periodic accreditation reports for the applicable Accrediting Agency. **E**
10. Ensure regular meetings of the Medical Laboratory Technician and the Medical Office Professional Advisory Committee; maintain membership that is active and representative of the community. **E**
11. Represent the College, ~~and~~ the Medical Laboratory Technician and the Medical Office Professional programs to other departments and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations. **E**
12. Perform related duties and responsibilities as required.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Operations, services, and activities of a Medical Laboratory Technician and the Medical Office Professional programs.  
Laws, rules, regulations, policies and procedures relating to Medical Laboratory Technician and the Medical Office Professional program operations.  
District policies, procedures, and current educational programs.  
Methods and techniques of leadership and management.  
Principles and practices of curriculum and course development.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Methods and techniques of research, analysis, and decision making.  
Principles and procedures of statistical record keeping and report preparation. Modern office procedures, methods, and equipment including computers and applicable software.  
English language usage, spelling, grammar, and punctuation.  
Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

Manage, direct, and provide effective leadership for assigned programs and services.  
Oversee and participate in the development and implementation of policies, procedures, goals and objectives.  
Develop, coordinate, and manage effective programs and services.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Plan, organize, direct, and coordinate the work of assigned faculty and classified staff.  
Select, supervise, train, and evaluate staff.  
Research, analyze, and evaluate new service delivery methods and techniques. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Prepare and present comprehensive, effective oral and written reports.  
Prepare and administer an operational budget.  
Interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions.  
Conduct meetings and serve on committees.  
Plan and organize work to meet schedules and time lines.  
Work successfully with District faculty, administrators, and staff as well as community representatives.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

**LICENSE OR CERTIFICATE**

Hold generalist certification as a Medical Technologist (MT)/Clinical Laboratory Scientist (CLS) through the American Society for Clinical Pathology (ASCP), American Medical Technologist (AMT) or National Credentialing Agency (NCA).

Recommended: Credentialed in medical assisting by a credentialing organization accredited by the National Commission for Certifying Agencies (NCCA) unless a full-time medical assisting faculty member is so credentialed.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office and laboratory center environment; constant distractions and interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** Seeing to read and verify data and monitor and participate in program operations.

**Hearing:** Hearing and speaking to exchange information in person or on the telephone.

Revised: April, 2009  
*Johnson & Associates*

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*Human Resources*