

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
CHEMIST SUPERVISOR

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**DEFINITION**

Administers and supervises a staff of professional chemists and laboratory assistants in a major section of a large chemical laboratory; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Establishes, administers, reviews, evaluates and improves all analytical procedures for a specified section of a large laboratory.

Researches, designs and recommends new techniques and procedures for the chemical analyses conducted in the laboratory.

Recommends new procedures for improving laboratory operation by reviewing and evaluating existing reporting procedures.

Recommends to the laboratory director the purchase, replacement, or deletion of equipment and supplies, and evaluates the new equipment's effectiveness and reports to the director on results of the evaluation.

Conducts staff meetings, attends agency meetings, writes reports and maintains records as required.

**COMPETENCIES REQUIRED**

Knowledge of the principles, procedures, and techniques involved in a chemistry laboratory.

Knowledge of modern chemistry laboratory methods, equipment, and materials.

Knowledge of the current literature, trends, and developments in the field of chemistry.

Knowledge of internal policies and procedures pertaining to technical report writing.

Ability to adapt to and work effectively with a variety of situations, individuals or groups.

Ability to take initiative to do more than is expected or required in the job.

Ability to establish and maintain effective working relationships with other laboratory personnel.

Ability to plan, coordinate, and supervise a staff of technicians and professionals.

Ability to train subordinates in new practices and procedures.

Ability to communicate effectively, both orally and in writing to convey information to agency management regarding results of laboratory activities and make recommendations on what test should be performed, staffing or equipment changes, etc.

Skill in the use and care of chemistry laboratory equipment, samples, and supplies.

Manual dexterity and coordination sufficient to handle delicate glassware without excessive breakage.

Visual acuity sufficient to read fine markings on microliter syringe and other instruments.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four-year college or university with a degree in chemistry, biochemistry, or closely related chemical science and four years of professional chemical analysis experience;

OR

an equivalent combination of education and experience, substituting thirty semester hours of graduate level coursework in the chemistry field for each year of the required experience to a maximum substitution of four years;

OR

a combination of education and experience, substituting one year of chemical analysis experience in a laboratory environment for thirty semester hours of the required education, to a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full-time work as a Chemist.

Effective Date: 4/98 BW