METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY  
Department of Human Resources  
Invites Applications For The Position Of:  
MNPD Crime Laboratory Quality Assurance Manager #15164E  
An Equal Opportunity Employer  
View entire posting and apply online at: www.nashville.gov  
OPEN COMPETITIVE JOB ANNOUNCEMENT

SAVRLY: $63,782.78 - $72,286.44

ISSUE DATE: 3/26/15  
FINAL FILING DATE: Until position is filled.

THE POSITION:  
The Metro Nashville Police Department (MNPD) Crime Laboratory Quality Manager shall be directly accountable to the MNPD Crime Laboratory Director for the proper administration and oversight of the MNPD Crime Laboratory quality system. The MNPD Crime Laboratory Quality Manager will also assist the MNPD Crime Laboratory Director in the oversight of administrative and scientific activities of the MNPD Crime Laboratory. All positions in the MNPD require an extensive background check.

TYPICAL DUTIES:  
- Establishes and maintains the laboratories quality system, including the following:
  -- Monitors laboratory management system to evaluate continuing compliance with the appropriate Accrediting Body for ISO/IEC 17025:2005 and any supplemental requirements  
  -- Oversees and/or coordinates proficiency testing program and evaluates results  
  -- Oversees and/or coordinates corrective action processes  
  -- Coordinates internal audits and management reviews  
  -- Oversees maintenance of training records of laboratory staff  
  -- Oversees maintenance of management system records (i.e. audit records, management review records, etc.)  
  -- Implements, maintains, and improves the MNPD-CL management system related to quality  
  -- Maintains authorized electronic versions of management system documents and archive obsolete management system documents  
- Halts technical operations if the need arises  
- Represents the MNPD Crime Laboratory Director on delegated matters  
- Communicates with external and internal public and private sources in the best interest of the laboratory  
- Councils and corrects employees as needed as related to the quality system and quality control  
- Communicates with criminal and defense attorneys and other members of the judicial system as required  
- Testifies in criminal court and keeps current regarding law changes related to the laboratory  
- Maintains relationships with professional organizations directly related to duties  

MINIMUM QUALIFICATIONS: 
Bachelor’s degree in natural science, criminalistics or a closely related field; five (5) years of forensic science experience performing casework in an accredited discipline; and two (2) years of experience in management. Quality management experience preferred. Must be willing and able to work overtime, holidays, and weekends. Valid “Class D” driver’s license.  

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES: 
- Knowledge of ASCLD/LAB- International laboratory standards, ISO IEC 17025:2005  
- Experience as a certified ISO 17025 assessor  
- Knowledge of accreditation principles as applied to a crime laboratory  
- Knowledge of principles and practices used in multiple forensic disciplines  
- Knowledge of accounting, budgeting, personnel, financial and/or security practices and procedures  
- Knowledge of applicable state statues and ability to apply directives of various criminal justice services at local, state, and federal levels  
- Knowledge of forensic laboratory managerial and administrative principles and practices  
- Knowledge of Scientific Working Group (SWG) standards  
- Ability to assist in the delivery of quality and timely services through provision of appropriate resources  
- Ability to communicate effectively, both orally and in writing  
- Ability to establish and maintain effective working relationships  
- Ability to implement program changes in an efficient manner  
- Ability to keep accurate records and write detailed reports  
- Ability to monitor and analyze activities  
- Ability to plan and evaluate programs and measure effectiveness  

Requests for ADA accommodation should be directed to David Sinor @ 615-862-6735