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**Houston Forensic Science Center, Inc.**

**500 Jefferson St., 13th Floor**

**Houston, TX  77002**

**Supervisor – Toxicology**

Houston Forensic Science Center is an independent organization created by Houston Mayor Annise Parker and the Houston City Council to provide forensic science services formerly delivered by the Houston Police Department. HFSC has been officially registered as a Texas Local Government Corporation\* since June 26, 2012.

**The Houston Forensic Science Center is now recruiting for a full-time Supervisor in the Toxicology section.**

***POSITION SUMMARY***

Under the general direction of the Toxicology Manager, the Toxicology Supervisor provides day-to-day supervision of assigned staff members, coordinating daily activities to promote efficiency in case management, and ensures the accuracy and timeliness of results. The Supervisor may also perform routine to complex analytical tests of biological specimens in human performance toxicology cases, prepare reports on findings for use in the criminal justice system, and provide court testimony on test results and interpretation as needed. Specific duties may include, but are not limited to, the following:

* Performs technical and/or administrative review of casework.
* Directs activities of assigned staff members, which may include Forensic Scientists I, II, III, and IV to ensure the accurate and timely processing of submitted evidence.
* Provides supervision to assigned staff member(s), assigning tasks, monitoring performance, and providing meaningful performance feedback.
* Selects and supervises direct reports.
	+ Participates in the hiring process of direct reports, providing hiring recommendations to the manger.
	+ Provides leadership, coaching, and development to direct reports.
	+ Evaluates progress of direct reports in achieving organizational goals and objectives via performance reviews.
	+ Administers corrective action as necessary.
* Provides technical guidance and assistance to indirect reports and to other HFSC staff members and clients as requested.
* Functions as a Toxicology Scientist as needed.
* Communicates with co-workers, management, clients and others in a courteous and professional manner.
* Ensures compliance with all applicable regulations, policies, work procedures and instructions.
* Participates in a wide variety of special projects and compiles a variety of special reports as requested.
* Performs the manager’s role when the manager is out of the office for an extended period of time.

***MINIMUM EDUCATIONAL REQUIREMENTS***

* The position requires a bachelor’s degree in Chemistry, Biochemistry, Toxicology, or related Biological Science. College-level Statistics is required. Master’s degree is strongly preferred.
* Certification by the American Board of Forensic Toxicology in Forensic Toxicology is required. If not already certified, the candidate is expected to be certified within one year of being eligible to take the exam.
* College coursework should meet the education requirement for the Texas Forensic Science Commission Toxicologist (Interpretive) license as stated in the Texas Administrative Code, Title 37, Part 15, Chapter 651, Subchapter C, Rule §651.207.
* Ability to gain a Forensic Analyst (Toxicologist – Interpretative) license by the Texas Forensic Science Commission will be required upon hire.

***MINIMUM EXPERIENCE REQUIREMENTS***

* Minimum of five years of progressive work experience in a toxicology laboratory using advanced equipment and instrumentation for analysis is required. Forensic experience is strongly preferred as well proven experience presenting testimony in a court of law as an expert witness.
* Extensive experience in operating liquid chromatography- tandem mass spectrometry systems is required.

***KNOWLEDGE AND SKILLS REQUIREMENT***

* Working knowledge and experience with a Laboratory Information Management System (LIMS).
* Proven experience with analysis of volatiles and drugs in biological specimens is required.
* Experience in operating gas chromatography/liquid chromatography-mass spectrometry systems is required.
* Proficiency in Microsoft Office applications, specifically Word, Excel, PowerPoint, and Outlook, and Microsoft’s cloud-based service, SharePoint.
* Demonstrated ability to work with frequent interruptions and changing priorities.
* Demonstrated ability to establish and maintain effective communications and working relationships with fellow staff members, internal clients, and external clients.
* Working knowledge of principles, practices, and terminology of analytical chemistry as it applies to the field of forensic toxicology.

***CONTACT INFORMATION***

Interested applicants meeting the job qualification can visit our website, [www.houstonforensicscience.org](http://www.houstonforensicscience.org) to apply.

###### Houston Forensic Science Center, Inc. is an Equal Employment Opportunity Employer

\**A “local government corporation” is created to aid and act on behalf of one or more local governments to accomplish any governmental purpose of those governments.*