

## **Career Opportunity | Indiana Crop Improvement Association | Lafayette, IN**

ICIA has been an industry leader in seed certification, seed quality testing, genetic testing and research for 120 years. It is a non-profit, self-supporting agency that exists to provide services to member customers in the seed, grain, food and related industries. At ICIA, uncompromised quality and customer service are our top priorities.

### **JOB SUMMARY**

The Head of the Laboratory Operations in the Genetics Laboratory is responsible and accountable for the success and proper functioning of all accredited lab service operations including but not limited to Polymerase Chain Reaction (PCR), Enzyme-linked Immunosorbent Assay (ELISA), Lateral Flow Strip (LFS), Mycotoxins, and Isoelectric Focusing (IEF) testing in various crop species. The Head is also responsible for continuing the development, improvement, and implementation of a quality system approach to laboratory testing that provides accurate system approach to laboratory testing that provides accurate and reliable test results.

### **DUTIES and RESPONSIBILITIES**

- Responsible for the coordination of the delivery of high-quality services that meets or exceeds customer service expectations
- Coordinates with and assists the Genetics Lab Research & Development Scientist with the development, improvement and implementation of new testing services to lab operations
- Assures that all genetics lab tests are carried out according to the documented rules, guidelines, procedures and/or work instructions
- Maintains ISO 9001:2015 and ISO/IEC 17025:2017 accreditation standards in the laboratory operations
- Ensures physical and environmental conditions of the laboratory are adequate and appropriate for the testing performed, the environment for employees is safe from physical, chemical and biological hazards, and safety and biohazard requirements are followed
- Oversees evaluation, procurement, calibration, and maintenance of laboratory equipment
- Assists the Genetics Program Director with strategic plans for the Genetics Laboratory
- Successfully helps others manage transitions of operational and organizational changes
- Develops and implements action plans that are outcome/result oriented, on time and within budget

- Assists the Genetics Director with the operating budgets of the Genetics Laboratory
- Leverages testing data and analytics for driving operational and financial performance and profitability
- Develops plans for future products of expansion and changes in existing services that are consistent with organizational direction
- Assist the Genetics Program Director with the development of sound business strategies
- Maintains an awareness of trends in seed testing services and demonstrates implementation of proactive strategies
- Provides leadership as indicated by the ability to get individuals or teams to accomplish a task/project or accept/implement a new idea
- Demonstrates the ability to appropriately assign work to subordinates that is commensurate with their abilities and role in the laboratory
- Maintains a high morale in the work environment partnering with the Genetics Program Director and the Research & Development Scientist to drive employee engagement
- Develops and maintains collaborative relationships within and outside the Genetics Laboratory in the organization
- Takes a leadership role and actively participates in the evaluation of testing supplies reliability and performance, cost containment and re-engineering of organizational issues and processes in the laboratory operations
- Conducts initial training of laboratory staff on Testing Procedures, Safety, and Chemical Hygiene standards and practices
- Resolves problems regarding staff concerns, equipment malfunctions, and general laboratory operations
- Complies with the ICIA incident reporting policy and procedures
- Assists with telephone inquiries as assigned by the Genetics Lab Director and/or Executive Management
- Attends appropriate seed testing meetings and conferences
- Assists management with many activities associated with managing a business

#### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of general molecular biology and immunological techniques and procedures used in seed testing including but not limited to nucleic acid (DNA) isolation, PCR, ELISA, LFS and IEF analysis
- Knowledge of the AOSA Rules for Testing Seed
- Knowledge of supplies, materials and equipment used in Genetics seed testing
- Knowledge of all services offered in the Genetics Laboratory
- Knowledge of the safety requirements for this type of testing
- Knowledge of ISO Certification

- Ability to enter data into a computer efficiently and accurately
- Ability to communicate clearly in English
- Ability to work cooperatively with the Genetics Program Director and other specialists/technicians
- Ability to verbally communicate with other team members and customers
- Skill in working with computer for data entry and records
- Skill in conflict resolution
- Flexibility to work in an environment with seasonal pressures

## QUALIFICATIONS

- Master of Science Degree in biology, biochemistry, molecular biology or minimum of 5 years relevant industry experience in seed testing
- Demonstrated experience working collaboratively in cross-functional and cross-cultural teams to achieve common goals
- Highly effective interpersonal skills
- Proven supervisory and leadership effectiveness with emphasis on team culture
- Strong verbal and written communication skills and the ability to work in a multidisciplinary team environment
- Knowledge of personnel management and budgetary process
- Professional certification as a Registered or Certified Genetic Technologist not required at time of hire, but attainment is expected
- A commitment to the mission and ISO Quality Policy of the organization
- An attitude toward work which includes safety, flexibility, initiative, cooperation and a willingness to get the job done.

## CONDITIONS OF EMPLOYMENT

- This is a full-time, twelve-month, exempt position
- Due to the nature of duties and responsibilities of this position, the individual must be willing to accept a time commitment which at times could exceed 40 hours per week and could include some evening and weekend work
- Written acceptance of the Association's Personnel Policy Guide for full-time employees
- Must be a US Citizen or Permanent Resident

## WORKING CONDITIONS AND PHYSICAL DEMANDS

- Working in general office and laboratory environment
- Work involving the use of specialized chemicals requiring safety precautions
- Must be able to lift and carry 25 pounds packages of supplies or other materials

- Walking is required to inspect seed crops, to help plant and evaluate variety plots and move around the physical facilities efficiently
- Driving licensed motor vehicles

Interested candidates should submit résumé to [icia@indianacrop.org](mailto:icia@indianacrop.org) by Monday, June 22