



State of West Virginia  
**DEPARTMENT OF AGRICULTURE**  
Gus R. Douglass, Commissioner

Janet L. Fisher  
Deputy Commissioner

Steve Hannah  
Deputy Commissioner

**VACANCY ANNOUNCEMENT**

**Title:** Director Laboratory Services  
**Salary Range:** \$100,000 - \$110,000  
**Headquarters:** Gus R. Douglass Agricultural Center at Guthrie  
Charleston, WV

**Send Application,  
Credentials &  
Resume TO:**

West Virginia Department of Agriculture  
Brenda Mobley, Personnel Manager  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0170  
(304) 558-3200 (Phone)  
(304) 558-2203 (Fax)  
[bmobley@ag.state.wv.us](mailto:bmobley@ag.state.wv.us)

**Closing Date:** Open until filled

**Nature of Work:**

Under the direction of the Commissioner and Deputy Commissioners, an employee in this class is the supervisory and administrative director of a division within the Department. The employee performs advanced level work overseeing laboratory services operations. Employee must show a high degree of initiative and make decisions on all routine matters. This individual will be responsible for the management of animal health, food safety, and regulatory laboratory facilities within the WVDA as well as providing expertise and support in conducting necropsies, interpreting lab results and histological samples. An objective for the position is to be knowledgeable in the nature, cause and development of animal diseases and structural and functional changes resulting from them; to recommend treatment to veterinary personnel; to direct activities of veterinary diagnostics, veterinary pathology, and other analytical laboratories in a government institution. The Commissioner reserves the right to amend this job description at any time.

### **Examples of Work:**

- Supervises professional, analytical, and clerical staff and manages laboratories at the Guthrie and the Moorefield facilities.
- Write, review, and enforce safety protocols in all laboratories.
- Prepares, reviews, and revises standard operating procedures (SOPs) and protocols.
- Trains division personnel in gross pathology and histology processing; devises and directs use of special stains and methods.
- Oversee the proper disposal of infectious and pathological wastes.
- Be familiar with all aspects of laboratory procedures and protocols.
- Develop laboratories and personnel to meet requirements of NAHLN and be accredited by the AAVLD and/or other third party accrediting bodies.
- Provide professional assistance to veterinarians and promote the use of departmental laboratory services.
- Assist the poultry and livestock industries to develop resources responsive to their needs.
- Interact with federal and state agencies.
- Attends department and industry related meetings.
- Represent the Department at national, regional, and local meetings.
- Represents the Commissioner and/or Deputy Commissioners, as requested, before legislative, state, and federal agencies; trade associations and agricultural associations; individuals, farmers or farm groups, and businesses; industrial and special interest groups.
- Assists in the preparation of reports, publications, and news releases; assists media relations personnel as requested by the Commissioner and/or Deputy Commissioners.
- Performs related and other work as required.

### **Working Conditions:**

- Ability to sit, stand, and/or walk for extended periods of time; frequently bend, squat, reach above shoulder level, push, pull, and handle objects.
- Exposure to pathogenic microorganisms, hazardous chemicals such as disinfectants, acids, bases, mutagens, teratogens, solvents, hot liquids, steam, and hot solid surfaces capable of burns. Warm, humid conditions can be found in the laboratory environment.
- Exposure to photocopiers, computers, telephone equipment, fax machines, and other office equipment.
- Ability to lift over 50 pounds.
- Ability to drive motorized equipment.
- Adapt to variable environmental conditions.

### **Required Knowledge, Skills and Abilities:**

- Position requires a dynamic individual with excellent technical, writing, communication, and management skills to serve as the focal point for the department's diagnostic, pathology, food safety, and regulatory related services both internally and externally with cooperators and suppliers.
- Ability to conduct necropsies, collect tissue samples, and interpret histology slides.

- Knowledge of current laboratory equipment and tests used in veterinary medicine and regulatory analytical sciences.
- Knowledge and ability to apply biological and chemical laboratory safety practices.
- Knowledge of appropriate laboratory procedures and proper procedures to prevent the spread of diseases.
- Experience in the assessment of Good Lab Practices (GLP)-compliance; operation and management of a clinical pathology laboratory, diagnostic laboratory, and analytical science laboratories.
- Serve as lead veterinarian for toxicology evaluations; perform diagnostic pathology services; writing pathology reports; and reviewing and outsourcing of overflow pathology services.
- Knowledge of large animal, small animal, and poultry diseases relating to public health, both zoonotic and food safety related.
- Knowledge of the veterinary industry and its services, as well as food safety, and agricultural regulatory activities.
- Knowledge of state and federal laws regarding veterinary medicine, food safety, and regulatory agriculture.
- Knowledge and ability to promulgate changes in laws, rules, and regulations.
- Knowledge of legal requirements and proper means for the disposal of infectious and pathological wastes, both as a small and/or large volume generator.
- Knowledge of modern office procedures, practices, and equipment.
- Ability to supervise and direct employees in their respective disciplines.
- Ability to establish and maintain an effective working relationship with employees, other government officials, and the public.
- General knowledge of rules, regulations, policies, and objectives of the WV Department of Agriculture.
- Ability to plan, direct, and coordinate the programs within the Division's responsibilities.
- Ability to read, comprehend, and communicate effectively both orally and in writing.
- Possess valid driver's license.
- Willingness to travel and work hours other than normal, as needed, in order to accomplish Division or Department tasks.

**Minimum Qualifications:**

- **Training:**
  - Doctorate of Veterinary Medicine (DVM) from an accredited school of veterinary medicine required. Masters in Public Health (MPH) preferred.
- **Certification:**
  - Veterinary pathology residency completed and ACVP Board certified or eligible.