***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Executive Director, GRC Scientific**

Job Family: Research Sub Family: Business Operations

**Job Summary:**

This position is responsible for general operational and administrative oversight of the Genomics Resource Center (GRC), a UMB campus core facility within the Institute for Genome Sciences (IGS). This position reports to the IGS Director.

**Essential Functions:**

* Responsible for strategic and operational planning of the GRC. Works collaboratively with faculty members and outside collaborators to determine project requirements, priorities, and schedules; facilitates communication between staff and faculty.
* In consultation with the GRC Scientific Executive Director, establishes short-term and long-term goals for the GRC based on project demand.
* Oversees day-to-day operations and long-term trends of the GRC production pipelines, identifies problems and trend fluctuations that may arise in the production pipelines and works with the GRC Scientific Executive Director and GRC staff to correct such problems.
* Acts as liaison between the GRC, the UMSOM community, internal and external customers, and vendors.
* Establishes facility staffing needs and initiates recruitment of new employees.
* In consultation with the GRC Scientific Executive Director, manages and supervises staff to provide guidance and counseling for effective employee relations including performance appraisals, regular performance feedback and direction.
* Coordinates GRC interactions with IGS and UMSOM finance groups, including cost modeling, inventory tracking, effort reporting, and regular review of project billing for the GRC.
* Works with senior management to develop budgets for the GRC. Approves all operating and payroll expenditures. Negotiates contracts with vendors, initiates equipment purchases, maintain equipment maintenance contracts initiates all external central billing.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Biology, Microbiology, Biochemistry, Molecular Biology or related field

Experience: Ten (10) years administrative experience in a research or related environment required.

Supervisory: Five (5) years

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3319K

SOC Code: 119199 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332031

USM eCode: E21330 AAP Code: 1C