

**LABORATORY INFORMATION MANAGEMENT SYSTEMS (LIMS) ADMINISTRATOR**

**SUMMARY:** Under general supervision, is responsible for the daily operation of the system as well as system upgrades; may perform related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Works with the laboratory and field personnel to optimize LIMS functions for the laboratory, field and QA/QC operations of the laboratory and with programmers and analysts to develop custom programs, both standalone and LIMS interface.
2. Develops, modifies and maintains forms and interfaces for data entry into LIMS; creates specific report formats as per DEP, NELAC, or contract specification guidelines.
3. Formulates and defines scope of work for major upgrades to LIMS through research and fact finding combined with an understanding of applicable systems and laboratory requirements.
4. Initiates, monitors, and oversees contracts for LIMS programming and upgrades.
5. Analyzes data trending generated by LIMS for process improvement purposes and general QC process improvement projects.
6. Define and articulate rules required for data accuracy and consistency; identify and resolve data quality issues.
7. Act as the primary contact for the data management process between IT and LIMS system users and provide end-user support on LIMS applications.
8. Identify, analyze, propose, and document appropriate solutions for problems and issues that can improve the laboratory information management process; understand and follow appropriate quality validation processes and application processes.
9. Track all LIMS projects using project management tools to ensure project timeliness and completion.
10. Work with outside contract laboratories providing data to the laboratory to assure all required quality control reporting criteria are met with regards to electronic deliverables from the contract labs.
11. Train others as appropriate on specific area of LIMS expertise; assist in development of systems documentation and training materials and training processes.
12. Identify, evaluate, develop and/or redesign laboratory information systems and procedures to meet user requirements; create detailed written requirements for users.
13. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(Based on area of assignment)*

- Knowledge of the application SQL\*LIMS.
- Proven knowledge in system testing, validation, problems resolution, and training.
- Advanced skill in retrieving data from other databases and reviewing data for correctness.
- Advanced skill in writing reports summarizing data quality and data trends for environmental projects.
- Excellent oral and written communication skills.
- Customer services oriented, flexible and ability to apply good judgment.
- Detailed oriented and ability to work in a team environment.
- Ability to work under pressure and troubleshoot problems.
- Ability to follow multiple projects from beginning to completion with limited supervision.
- Proficient with word processing and spreadsheet applications.
- Ability to operate a personal computer.
- Ability to interpret test results and prepare reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of the workday.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Bachelor's degree computer science, environmental or related field, and five (5) years of experience in information system and/or laboratory setting related to information systems, or equivalent combination of training and experience. Working knowledge of the regulatory environment (FDA, EPA, etc.), highly desirable. Basic system administration, highly desirable.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.