



**February 7, 2023**

## **Citrus Research Board**

<b>JOB TITLE</b>	CRB Laboratory Manager
<b>REPORTS TO</b>	CRB Laboratory Director
<b>CLASSIFICATION</b>	Regular – 12 months, exempt, at-will
<b>LOCATION</b>	Jerry Dimitman Diagnostic Laboratory, 1201 Research Park Dr, STE 500, Riverside, CA 92507

### **SUMMARY**

The Citrus Research Board Laboratory Manager is an important part of the organizational structure diagnosing CLas in the fight against Huanglongbing.

The Citrus Research Program is a grower-funded and grower-directed program established in 1968 under the California Marketing Act as a mechanism for enabling the California citrus growers to sponsor and support needed scientific and technical research to further the goals of the California citrus industry. The program is administered by the Citrus Research Board, which is commonly referred to as the CRB.

### **ESSENTIAL JOB DUTIES**

Under the direction of the Lab Director, the incumbent in this position will supervise Lab Technologists, assistants, and lab aides in preparing samples for HLB testing. Responsibilities of this position include but are not limited to the following:

#### **Management**

1. Train and supervise lab personnel in HLB-associated bacterial diagnostic operations, equipment maintenance, lab clean up and lab safety.
2. Identify lab supply & equipment & maintenance needs, and maintain laboratory inventory
3. Order lab supply & equipment & services
4. Work with the Lab Director to manage and streamline HLB-associated bacterial diagnostic procedures, including assisting in drafting & improving standard operating procedures, identifying/trouble-shooting quality issues, implementing quality control measures including document controls
5. Perform other duties related to laboratory management if needed or directed



### **Laboratory**

1. Log in and accession ACP and citrus samples.
2. Load ACP and citrus samples onto DNA extraction plates
3. Participate in lab & office clean up and maintenance
4. May serve as a backup for technical personnel to perform the following duties if needed or directed:
  - a. DNA extraction
  - b. Detailed qPCR-based assays to detect HLB-associated bacteria in prepared DNA samples
  - c. Testing results report preparation according to established protocols
  - d. Participate in USDA APHIS HLB Proficiency Test

### **DESIRABLE QUALIFICATIONS**

- Clear, effective written and oral communication
- Thoroughness and accuracy
- Ethical conduct and the ability to exercise confidentiality
- Ability to create and organize files
- Attention to details
- Self-starter
- Team player
- Responsible for leading, but also able to take direction

### **EXPERIENCE AND EDUCATION**

- Bachelor or master's degree in molecular biology, plant pathology, entomology, or related field
- Experiences in operating qPCR and training new personnel
- GLP (Good Laboratory Practice) including exceptional aseptic skills in DNA contamination prevention.
- MS Office Suite, especially Excel

**SPECIAL REQUIREMENTS**

- Possession of a valid California Driver's License and clean driving record
- Occasional out-of-town, multi-day business trips may be necessary
- Competent use of standard office equipment such as computers, telephones, and photocopiers
- Competent use of diagnostic laboratory equipment
- Lifting of boxes weighing up to 35 pounds

**EOE STATEMENT**

Citrus Research Board is an equal opportunity employer and will not discriminate against any applicant on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state or local laws.