***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: **Associate Director & Biosafety Officer**

Job Family: Environmental Health & Safety Sub Family: Safety - BioSafety

**Job Summary:**

Responsible for developing and implementation of a comprehensive biological safety program for the University campus and affiliates ensuring compliance with applicable federal, state, and local laws and regulations.

**Essential Functions:**

* Develops and implements strategic objectives for biosafety. Oversees, designs, and directs Biosafety campus environments and programs that prevent contamination and exposure potential.
* Administers the University’s Biosafety program which includes review of research protocols, audits, training, incident response, and reporting activities. Works with EHS staff to develop and implement program objectives.
* Serves as the Biosafety Officer and subject matter expert for the University and its affiliates, including the Institutional Biosafety Committee. In addition, serves as the Responsible Official or Alternate Responsible Official for Select Agents.
* Assists investigators and staff in interpreting regulations and guidelines for biological agents and recombinant D , biological agent shipping, biocontainment facility design, biosafety practices, risk assessment, work practices, and decontamination.
* Develops and implements policies, procedures, and protocols for the safe execution of research involving recombinant D molecules as well as other biohazardous agents and materials. Maintains electronic records of research protocols, and protocol reviews.
* Develops and presents Biosafety training used in briefings and training to institutional and non-instructional individuals or groups.
* Oversees recruitment, training, and evaluation of staff that support Biosafety initiatives and programs.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors microbiology, cellular biology, molecular biology, genetics or other relevant field.

Experience: Five (5) years progressively complex work experience in the field of Biosafety

Supervisory: Two (2) years of supervisory experience (direct supervision or responsibility for training, work coordina tion, and monitoring work of others).

Licensure/Certification: Certification as a Biological Safety professional (CBSP) or Registered Biosafety professional (RBP) preferred.

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: E1112H

SOC Code: 299011 IPEDS: HlthTechs

EEO6 Code: Executive/Admin/Managerial State Code: 9332062

USM eCode: E24110 AAP Code: 1C