



# NORTHEAST LABORATORY SERVICES

## Job Description

<b>Job Title:</b>	<b>LABORATORY INFORMATION SYSTEMS SPECIALIST</b>
Department:	Administration
Reports to:	IS Manager
Schedule:	Monday – Friday (or to be determined by Manager) & overtime as needed
FLSA Status:	Non-exempt

### **Summary of Duties & Responsibilities:**

Responsible for the daily operation and maintenance of NEL's information systems.

### **Essential Duties & Responsibilities:**

Responsibilities for the laboratory divisions: Environmental Chemistry, Microbiology, Indoor Air Quality

- Creates, tests, and maintains VBA programs in Microsoft Office.
- Creates and maintains EDD (electronic data deliverables) programs.
- Ensures that LIMS (Laboratory Information Management System) operates efficiently.
- Programs screens and reports as required.
- Integrates laboratory instruments with LIMS.
- Works with users and management to keep IS systems updated as requirements change.
- Recommends hardware/software purchases as required.
- Trains users in computer-related areas.
- Must possess basic knowledge of computer hardware.
- Performs additional duties as required.
- Performs all duties in accordance with established safety guidelines.

### **Assists the IS Manager in:**

- Maintaining the network infrastructure and servers.
- Troubleshooting general PC software and hardware problems.

### **Physical Demands:**

None.

### **Supervisory responsibilities:**

This position has no supervisory responsibilities.

### **Minimum Qualifications:**

Education: Bachelor's degree or equivalent experience in computer science.  
Experience: Windows, MS Office, VBA, SQL & Access Databases, Programming.  
Other: Must have good writing, organizational and communication skills.