

## ASSISTANT DIRECTOR OF DIVISION (CARDIOPULMONARY LABORATORY)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director - Cardiopulmonary Laboratory, is responsible for the program and operations of the Cardiopulmonary Laboratory, which serves as a center in the County for diagnostic work, teaching, and research in the area of cardiopulmonary disease. Supervision is exercised over a number of technical and clerical employees and research fellows. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assigns, instructs, and supervises the work of subordinates;

Supervises and participates in conducting and interpreting tests of the heart, lung function, including cardiac catheterization, spirometry, lung diffusion, body plethysmography, various exercise tests of heart and lung function, bronchspirometry, blood gas analysis, determination of cardiac output and analysis of pressures and resistances;

Plans and guides education and research of the research fellows, outside physicians, nurses, and other personnel;

Initiates, sets up the protocols, and implements research projects;

Must be capable of maintenance and minor repairs of technical equipment in the Laboratory;

Is responsible for maintenance of supplies and equipment and ordering of same;

Is responsible for the assessing and review of new equipment as it appears on the market;

Is capable of assuming the responsibilities of the directorship of the laboratory in the Director's absence or in the event of his resignation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of cardiopulmonary physiology; good knowledge of internal medicine, skill in the use of ancillary, chemical, physical and electronic equipment of the cardiopulmonary laboratory, ability to conduct and interpret a wide variety of tests of heart and lung function, ability to plan, instruct, and supervise the work of others, ability to investigate new problems and to assemble and evaluate experimental evidence, good judgment; initiative; thoroughness; accuracy; must be a good teacher.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of medicine with an M.D. degree\*, supplemented by one year of approved internship; and three years of additional experience in any clinical, investigative or basic

science area related to internal medicine 2 years of which must have been served in a cardiopulmonary laboratory.

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SPECIAL REQUIREMENT: New York State license to practice medicine; Certified by or eligible for Boards in Internal Medicine.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Non-Competitive†  
EW

Job Class Code: E0402  
Job Group: XVI