

Metamatrix, Inc. Job Description

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| Job Title: | Supervisor of Product Development |
| Department: | Product Development |
| Reports to: | CEO |
| FLSA Status: | Exempt |
| Summary: | Plans and directs the Product Development activities of the Company, to include new product development, improvement of existing products. May also direct research projects for the company. |

Essential Duties and Responsibilities includes the following. Other duties may be assigned.

- Active bench participation in assay development and troubleshooting alongside coworkers.
- Develops new analytical testing methodologies and improves existing testing methodologies.
- Provides technical support to laboratory operations by troubleshooting problems and by technical consultation.
- Maintains a current knowledge of state-of-the-art technologies and scientific research that may be applied to the Company's service (product) offerings.
- Tracks industry trends, relevant legislation, and competitor activities.
- Develops and maintains working relationships with vendors.
- Identifies, in conjunction with the Marketing & Business Development, Sales, Science & Education, and Laboratory Operations departments, promising areas of research or technology that address unmet needs and have large potential markets for proprietary products.
- Plans and formulates aspects of product development proposals, such as objective or purpose of project, applications that can be utilized from the findings, costs of project, equipment needs, and personnel needs.
- Reviews and analyzes submitted proposals to determine if benefits derived and possible applications justify expenditures.
- Approves and submits proposals considered feasible to senior management for consideration and approval.
- Communicates to senior management an overview of all products under development and their stage of development.
- Prepares a monthly report to summarize activity in the Product Development area.
- Develops and implements procedures for monitoring projects, such as expenditure review, product progress reports, and staff conferences; these findings are used to inform senior management of the current status of each project.
- Participates in the training and development of the Company's technical staff.
- Actively participates in the meetings of senior management.
- Develops and monitors an annual budget.
- Develops requests for and justifies capital expenditures.
- Ensures that all the Company's policies and procedures are followed by assigned personnel.
- Works as required to meet the deadlines and work schedules.
- Performs the requisite job functions in a professional and ethical manner.

Supervisory Responsibilities:

Directly supervises seven employees in the Product Development Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software

Certificates, Licenses, Registrations:

Certification in a scientific specialty by a recognized body such as the American Chemical Society is preferred.

Other Skills and Abilities:

Advanced knowledge of scientific instrumentation such as a GC, GC/MS, Tandem Mass Spectrometer, and ICPMS is required. A minimum of 4-6 years research experience is required with at least 2 years at a manager level.

Other Qualifications:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Education and/or Experience:

Doctoral degree (Ph. D.) with more than 5 years related experience and/or training; or equivalent combination of education and experience.

Work Environment:

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.