



Deputy Director – Chemistry & Toxicology



Salary: Commensurate w/Experience

Location: Shreveport, LA

Job Type: FT Exempt

Section: Administration

Work Schedule: M-F, 8am – 4:30pm

Open Date: 07/15/2025

Closing Date: 09/15/2025

The North Louisiana Criminalistics Laboratory (NLCL) is seeking a knowledgeable, mission-driven Deputy Director to lead our Chemistry and Toxicology sections, serving the 29 parishes in Northern Louisiana. Our lab provides essential forensic services in drug chemistry, toxicology, DNA, and firearms analysis. This position is based at our Shreveport headquarters.

About the Role

The Deputy Director will oversee the daily administrative and operational activities of the assigned forensic sections and report directly to the Laboratory Director. They will ensure that all processes are aligned with laboratory goals, accreditation standards, and quality assurance protocols, while fostering a productive and collaborative team environment. This role includes supervisory responsibility over all Chemistry & Toxicology staff and serves as a key liaison between section personnel and senior leadership.

Key Responsibilities:

- **Operational Oversight:** Manage case flow, turnaround times, equipment, supplies, validations, and scientific quality standards.
- **Personnel Management:** Supervise staff, approve schedules, conduct evaluations, oversee training and PIPs, and resolve conflicts in collaboration with HR and leadership.
- **Compliance & Quality:** Ensure adherence to ISO/IEC 17025, ANAB, and QAS standards. Lead audits, validations, and corrective actions.
- **Strategic Leadership:** Advise the Laboratory Director, support resource planning, and act as liaison to internal and external stakeholders.
- **Budget & Grants:** Assist with budget planning, monitor expenditures, and support grant initiatives.
- **Special Projects:** Lead initiatives related to accreditation, interagency collaboration, and lab modernization.

Minimum Qualifications:

- Bachelor's or advanced degree in a chemical, physical, or biological science, or forensic science or a related field (**M.S. or Ph.D. preferred**).
- **7+ years** of forensic laboratory experience in relevant forensic disciplines within an ISO/IEC 17025 accredited laboratory.
- Proven leadership experience in a forensic laboratory setting (e.g., casework lead, training coordinator, validation team member) (Direct personnel management preferred).
- Comprehensive knowledge of forensic laboratory accreditation and quality standards (ISO/IEC 17025, ANAB 3125, FBI QAS)
- Understanding of criminal law, rules of evidence handling, and forensic best practices.
- Strong interpersonal skills to foster professional relationships within the forensic science community, law enforcement, and other stakeholders.
- U.S. citizenship or permanent resident status with a valid driver's license.

Compensation & Benefits:

- Comprehensive health insurance (medical, dental, vision, life, AD&D, and telehealth) - **100% company-paid** for employees.
- Participation in the **Parochial Employees Retirement System of Louisiana**.
- Generous **paid vacation**, sick leave, and recognition of state and federal holidays.
- Discounted supplemental health insurance options.

Application Process:

Interested candidates should apply here: <https://nlcl.bamboohr.com/careers/26>

Please note that applications submitted outside of this link or without the required documentation will not be considered. Selection will be based on a thorough review of the candidate's education, training, experience, interview performance, and the successful completion of a background investigation.