Job Title: College Technology Manager

BCAT Code: 09OX04 Effective Date: April 1, 2007
Pay Grade: G21 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Coordinates the overall integration, performance, and maintenance of information technologies, such as the internet, databases, etc., in a college.

Examples of Duties
- Consults with staff and faculty and defines procedures concerning the implementation of information technologies, such as the internet, databases, etc.
- Acts as the college representative on University committees in matters relating to college information technologies.
- Oversees the analysis of technology resources and equipment, software and hardware, and implements changes.
- Manages the design of tools and resources necessary to maintain or expand information technologies, such as the internet, database, etc.
- Supervises workstation support services.
- Designs, develops, and publishes electronic documents using information technologies.
- Ensures the development and implementation of technology security measures.
- Prepares reports and maintains customer records.
- Stays current on matters and practices in the field of information technology.
- Trains users in various aspects of electronic document production and publication.
- Performs other information technology related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc.
- Knowledge of large integrated systems and event driven programs.
- Knowledge of data processing principles and practices in information technology.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.