Manager, IT Services (University Housing)

BCAT Code: 09GX21  Effective Date: November 1, 2006
Pay Grade: G19  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the overall information technology infrastructure of the Department of Housing, such as all computer workstations, servers, software applications, programming applications, web development, and other requirements needed to meet the information technology needs of the department.

Examples of Duties
- Interviews, hires, and supervises the staff in the technology area of the department.
- Oversees all systems analyses, database designs, programming, implementation, and maintenance of all the client/server systems in the Housing Department.
- Directs the production of monthly, quarterly, yearly, and ad hoc reports to the Director.
- Reviews and analyzes work procedures.
- Develops new methods, forms, and procedures.
- Manages the budget, personnel, and other business matters.
- Develops policies and procedures for the computing environment within the department.
- Coordinates the year-end equipment cycle.
- Directs the registration and tracking of all delivered hardware and software, and schedules the installation.
- Resolves conflicts with vendors.
- Prepares annual computing surveys.
- Represents the department in committee meetings and special project planning.
- Acts as a consultant for computer and network cable installations on all new and remodeled construction projects.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of word processing, spreadsheets, and database software.
- Effective time management and organizational skills.
- Ability to manage a Web Server and WEB application.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently.
- Ability to train others.
- Ability to multi-task in a deadline driven environment.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of supervisory/managerial experience in designing, writing, testing and documenting client and server systems databases; or a combination of training 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.