Job Title: Manager, Key Control and Security Systems

BCAT Code: 09NX11  Effective Date: April 1, 2007
Pay Grade: G15   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees, manages and supervises the work and responsibilities of the Key Control Office. Performs skilled manual and technical work and supervises the work of employees in the Key Control Office.

Examples of Duties
- Trains employees in the repair, installation, and servicing of mechanical and electronic locks, locking devices, access and egress systems.
- Schedules and oversees the work of lower level employees in the Key Control Office.
- Works with Facilities Planning and other Key Control customers to plan and develop access and egress systems, using state of the art technologically advanced systems.
- Makes recommendations to customers concerning the best and technologically advanced access and egress systems.
- Estimates the material and labor cost for the completion of access and egress systems projects.
- Oversees the installation of locking systems completed by Georgia State University (GSU) employees or a contracted vendor.
- Orders and maintains the supplies and equipment for the department and the locksmith shop.
- Provides monthly reports for all performed work.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of mechanical and electronic locking devices and systems, and state-of-the-art technology of these devices and systems.
- Knowledge of basic security principles related to access and egress, and the safety of the persons and property.
- Ability to stay current on technological advancements of locking devices and access systems.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor's degree in Business or a related field and two years of supervisory/managerial 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.