Job Title: Physical Security Systems Manager

BCAT Code: 093X43
Pay Grade: G18  FLSA Status: Exempt
Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
This position is responsible for the management, maintenance, installation, and monitoring of all aspects of the security systems for public safety and the University Police Department.

Examples of Duties
- Manages the daily operation of all central security systems hardware and software.
- Develops, implements, and monitors policies and procedures related to security communications and access control and Closed Circuit Television (CCTV) systems designs.
- Works with authorized personnel within specific research and academic programs to develop and maintain high containment access rosters, clearance rosters, and after-hour access rosters.
- Conducts detailed assessments of University facilities and programs for physical security needs.
- Prepares concise reports and presents in-service training programs.
- Creates, adjusts, and administers access control card programming for appropriate Georgia State University (GSU) faculty, staff, and students.
- Ensures all high containment area security personnel are properly trained.
- Interfaces with departments and various committees to address facility and area access control and security system design, installation, and maintenance.
- Acts as Associate Director in their absence.
- Provides input and recommendations on management decisions related to budget, supervision, and operations.
- Performs other duties as required

Knowledge, Skills and Abilities
- Knowledge of concepts and applications associated with CCTV and alarm systems.
- Knowledge of security systems design principles, system project installation, computers, access control systems and security system hardware and software.
- Knowledge of supervisory principles and human relations techniques.
- Excellent written and oral skills.
- Ability to work irregular hours.
- Ability to bend, stand, walk, climb, lift and work in tight places.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience. Must have ASIS International certification as Physical Security Professional (PSP) or Certified Payroll Professional (CPP) or obtain certification within six months of employment. Experience in government or industrial security preferred.

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.