Job Title: Communications Manager

BCAT Code: 09SX05  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Plans, organizes, implements and oversees the work of the Communications Section of a department.

Examples of Duties
- Develops and maintains work assignment instructions and schedules.
- Counsels and supervises Communications Section personnel and evaluates their work performance.
- Manages and coordinates computer programs and operations for the Section.
- Operates, inspects and maintains the Communications Section equipment and serves as Communication Officer when needed.
- Performs daily and weekly backups of the computer system, and provides information and instructions to assigned personnel when difficult situations occur with the system.
- Trains personnel in functionally acceptable communications principles, practices, methods, techniques and procedures.
- Advises assigned personnel on unusual, difficult, or complex matters.
- Writes and implements standard operation procedures and reports that are related to the communications system and Section operation.
- Ensures that the Division meets the requirements of relevant regulatory agencies.
- Oversees the implementation and operation of all areas of the One Card Access System, as it relates to security at the University.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable policies, procedures, and laws.
- Knowledge of applicable computer applications and communications equipment.
- Excellent oral and written communication skills.
- Effective skills in communications and organization management.
- Ability to manage multiple priorities.
- Ability to establish and maintain effective working relationships.

Minimum GSU Hiring Standards
High school diploma or GED and five years communications experience with three years supervisory 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.