Georgia State University

Job Specification

Job Title: Manager, Facilities Information Systems

Effective Date: April 1, 2007
Revision Date: July 1, 2013

BCAT Code: 09OX19
Pay Grade: G21  FLSA Status: Exempt

General Description
Manages the computing environment and Facilities Information Systems for the department.

Examples of Duties
- Coordinates and manages the support staff.
- Monitors and takes appropriate action against security violations and hackers.
- Manages the departmental budget.
- Develops and implements procedures for hardware and software.
- Manages the internal mini training center.
- Reviews and analyzes all existing databases and develops a single database engine solution for all department units.
- Provides maintenance and oversees the customization of all database programming.
- Serves as a back-up for all departmental or application servers.
- Manages the development and migration of department forms, procedures, reports, databases and drawings to a web server for public access.
- Assists support personnel with tracking inventory of hardware and software licenses.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of various computer languages.
- Knowledge of word, spreadsheets and database programs.
- 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.
- Ability to reach remote location, such as roofs, mechanical rooms, penthouses.

Minimum GSU Hiring Standards
Bachelor's degree in Engineering, Architecture, Computer Science or a related field and two years of supervisory or 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.