



**Job Specification**

**Job Title: Manager, Facilities Information Systems**  
**BCAT Code: 460X BP**  
**Pay Grade: G21**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**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 and single database engine solution for all the department's unit.
- Provides maintenance and oversees customization for programming to all databases.
- Serves as a back-up for all departmental or application servers.
- Manages the development and migration of department forms, procedures, reports, database and drawing to a web server for public access.
- Assists support personnel with tracking inventory of hardware and software licenses.

**Knowledge, Skills and Abilities**

- Knowledge of various computer languages.
- 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 (roof, mechanical rooms, penthouses).
- Proficiency in word, spreadsheets and database programs.

**Minimum GSU Hiring Standards**

Bachelor's degree in engineering, architecture, computer science or related field and two years of supervisory/managerial experience; or, a bachelor's degree and four years of related experience; or a combination of education and 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.*