



Job Specification

Job Title: Manager, Facilities Personnel & Training
BCAT Code: 450X AT
Pay Grade: G19

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

General Description

Manages personnel actions, training and other administrative matters for the Facilities Planning and Management Division.

Examples of Duties

- Advises and assists division in achieving personnel need with University, Board of Regent and State policies.
- Supervises the personnel and training staff.
- Reviews and approves all documents relating to hiring, firing, performance evaluation, etc. for department staff.
- Reviews, investigates, and resolves exceptions to procedures, complaints, error and other problems.
- Researches and recommends appropriate training for all staff in both professional and technical matters.
- Researches all aspects of training and including needs assessment, cost, time commitment, scheduling, etc.
- Prepares special reports and oversees preparation for routing reports including periodic management reports and analysis for both internal and external use.
- Provides supervision and management in budget and financial matters.
- Advises and assists management with their personnel budget.
- Represents the division on various university committees such as Human Resource Advisory Committee, Faculty/Staff Giving campaign, etc.
- Prepares personnel reports for the Assistant Vice President.

Knowledge, Skills and Abilities

- Knowledge of university policies and procedures.
- 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.
- Proficiency in word, spreadsheets and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in business or a 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.