



Job Specification

Job Title: Manager, GCIC Research and Development
BCAT Code: 315X AP
Pay Grade: G18

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

General Description

Supervises and coordinates the work and personnel of the research unit of the Georgia Career Information Center. Conducts research, develops products and coordinates special projects. May represent the center at conferences and meetings.

Examples of Duties

- Supervises, trains, and coordinates the work of the research staff.
- Develops and implements policies and procedure for researching, developing, analyzing, and disseminating information.
- Develops contacts with business, industry, and educational institutions to obtain information and assist with interagency projects.
- Manages research and development of career software for public consumption.
- Researches and writes educational and marketing materials for publication.
- Develops new products and processes.
- Prepares training manuals.
- Designs questionnaires and conduct surveys for gathering information and maintain records that validate published data.
- Coordinates special research for interagency collaborative projects with other state and national agencies.
- Coordinates the production and delivery of GCIC, and contributes to the development of center's project initiatives.

Knowledge, Skills and Abilities

- Knowledge of labor market analysis.
- Knowledge of statistical analysis.
- 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 lift and carry materials and equipment up to approximately 50 pounds.
- Proficiency in word, spreadsheets, database programs and visual aids.

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.