



Job Specification

Job Title: Manager, Key Control and Security Systems
BCAT Code: 450X AX
Pay Grade: G15

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

General Description

Oversees, manages and supervises the work and responsibilities of the Key Control Office. Performs skilled manual and technical work and is responsible for the supervision of the work of employees in the Key Control Office.

Examples of Duties

- Trains employees in the repair, installation, and servicing of mechanical and electronic locks, locking devices, and access and egress systems.
- Schedules and oversees the work of lower level employees in the Key Control Office.
- Works with Facilities Planning and other Key Control customers to plan and develop access and egress systems using state of the art technologically advance systems.
- Make recommendations to customers as to the best and technologically advanced access and egress systems.
- Estimates material and labor cost for the completion of access and egress systems of projects.
- Oversees the installation of locking systems completed by GSU employees or a contracted vendor.
- Orders and maintains the supplies and equipment for the department and the locksmith shop.
- Provides monthly reports of all work performed.

Knowledge, Skills and Abilities

- Knowledge of mechanical and electronic locking devises and systems to include state of the art technology of these devices and systems.
- Knowledge of basic principles of security as concerns access and egress and the safety of the persons and property.
- Ability to stay abreast of technological advancements of locking devices and access systems.
- 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.

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 experience, mostly as a lead worker or supervisor in the locksmith trade providing service directly to customers in any business or service trade; or 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.