



Job Specification

Job Title: PC Systems Manager
BCAT Code: 460X BZ
Pay Grade: G21

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

General Description

Provides management of computer support to faculty and staff, for instruction, research, and administration. This support includes the installation, maintenance, and troubleshooting of computer hardware and software.

Examples of Duties

- Guides the installation, maintenance, troubleshooting, and diagnoses of PCs and/or MACs.
- Manages the upgrades process of PCs and/or MACs hardware and software.
- Manages computer support to users of PCs and/or MACs.
- Documents maintenance conducted on PC and/or MAC hardware and software.
- Coordinates and attends self-development training sessions.
- Manages the configuration of PCs and/or MAC hardware and software as needed.
- Manages the maintenance of database inventory or property control of PCs and/or MACs.
- Coordinates the training and orientation of users of PCs and/or MACs software or hardware.
- Guides the PC and/or MAC imaging utilizing imaging software.
- Performs other managerial level specialist duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of computer maintenance, installation, and troubleshooting, practices and equipment.
- Knowledge of integrated systems and some event driven programming.
- Knowledge of Windows 2000 & XP, Banner, Spectrum, Unix, and an understanding of client/server computing.
- Ability to multi-task, supervise, and use independent judgment.
- Effective time management, customer service, analytical, and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards

Bachelor's degree and four years of 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.