



**Job Specification**

**Job Title: Site Manager, CHARA**  
**BCAT Code: 455X BE**  
**Pay Grade: G23**

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

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**General Description**

Plans, directs, and oversees the daily activities and operations of the astronomical facilities in the area of assignment.

**Examples of Duties**

- Ensures and maintains building facilities.
- Coordinates and oversees telescope and other electro-optical system maintenance.
- Installs and upgrades electro-optical subsystem.
- Supervises and directs employees.
- Keeps records and prepares reports.
- Orders supplies and equipment.
- Participates in astronomical observation.
- Debugs software and hardware.
- Coordinates site plans and assists site visitors.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of applicable policies, procedures, and laws.
- Knowledge of computer applications and hardware related to area of assignment.
- Knowledge of related equipment and repair techniques.
- Skill and ability in programming languages and communicating effectively.

**Minimum GSU Hiring Standards**

Three years of technical and/or management experience at a mountaintop astronomical observatory or a Ph.D. in Astronomy, Physics, or Engineering with at least the completion of one post-doctoral term.

*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.*