Manager, ID Services

Job Code 00001430

General Description
Manage staff in the provision of identification services.

Examples of Duties
Manage ID services department operations.
Develop plans and execute the efficient operation of the office.
Verify reports and reconciliations.
Interview, hire and evaluate employees.
Supervise maintenance of the electronic ID and video image systems.
Respond to requests for information.
Assist with registration and orientation.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures, UPPS, Texas State catalog schedule of classes.
Skill in: Providing customer service and working as a team member, in supervising staff, in reconciling and auditing accounts.
Ability to: Interpret and understand, instructions, manuals, procedures, policies, newsletters, to prepare memos, letters, reports, evaluations, to perform basic math, to operate computer equipment.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements