Supervisor, Access Services

Job Code 50010971

General Description
Responsible for coordinating campus electronic access and video systems including management of technical and administrative staff, management of access system and system expansion. Responsible for all necessary budget areas pertaining to Electronic Access and Video Systems to include new construction budget areas.

Examples of Duties
Evaluate and recommend access technology solutions to campus users.
Provide end user training for Access and Video related systems.
Enforce Campus policy.
Liaison between Texas State and access and video system vendors.
Provide technical support for system users.
Coordinate with Manager of ID Services for card related issues.
Prepare monthly reports on system resource usage.
Liaison between Access Services and Faculty, Staff and Student Programs.
Assist in inventory tracking and control.
Assist in installation issues for campus wide system. Consult for alarm installations.
Develop, manage, and control budget.
Supervise and evaluate all Access Services personnel.
Compile and prepare appropriate and accurate data, reports, and statistics for the Director of Police and VP, Student Affairs.

Knowledge, Skills, and Abilities
Knowledge of: University policy and procedures and board of regents rules and regulations.
Skill in: Articulating technical knowledge to users; working as a team; establishing rapport with various groups; problem solving and decision making.
Ability to: Understand written job instructions; project spending within the limits of the budget; spending within the limits of the budget; perform in a stressful situation and meet time constraints.

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