

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO  
JOB DESCRIPTION**

8/01/07

**ACCESS CONTROL MANAGER**

**FLSA: EXEMPT**

**Job Code: 6305**

**SUMMARY**

This position provides technical and managerial supervision of the Data Management Division of UT Police. This position is responsible for technology solutions to business processes and managing Keys, identification badge system, Access Control, Criminal Background and Sanction Checks and Electronic systems (cameras, intercoms and card access system) for UT Police.

**DUTIES**

Performs a combination, but not necessarily all, of the following duties:

- Manages and supervises the Data Management Division including Keys, identification badges, Access Control, Criminal Background and Sanction checks, and Electronic cameras, intercoms and card access systems.
- Maintains, updates, and upgrades institutional Access Control and Alarm software for UT Police.
- Makes independent decisions not subject to review of a supervisor on a day to day basis. Provides customer service in more difficult situations that rise above the level of staff members.
- Oversees the process of the issuance of keys, identification badges, and card access (card readers) to all faculty, staff, students, affiliated and non-affiliated personnel.
- Develops and maintains division Handbook of Operating Procedures and Policies for UT Police.
- Manages the collection and deposits of all collected deposits, fees, and fines.
- Develops software programs for UT Police department use including Key program, time and leave accounting, and performs maintenance and upgrades on police computers including those housed in UT Police vehicles.
- Determines compatibility of new software for use with computers and existing software. Recommends system protection and security actions to department management and non-management personnel.
- Acts as UT Police departmental Account Control Executive and assists personnel with use of computers, software, printers and faxes. Also assists personnel with development and printing of forms, documents and newsletters. Develops and maintains website for UT Police.
- Hires subordinate staff, trains, directs work activities, sets priorities and procedures, disciplines, counsels and evaluates performance of subordinate personnel.
- Manages evidence audits.
- Performs other duties as assigned.

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### **SUPERVISION**

#### **Received:**

Work is performed under general supervision. Incumbent proceeds on own initiative within policy limits set by the supervisor.

#### **Given:**

Provides direct supervision to subordinate personnel including hiring, directing work, training, counseling, setting work priorities and procedures, and terminations.

### **EDUCATION/EXPERIENCE**

Bachelor's degree with a concentration in Computer Science, Criminal Justice, Math or related field, with 4 years of related experience and 1 year in a supervisory capacity.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must be able to plan and determine the specific work methods of subordinates, and be able to supervise the work of others. Must have excellent verbal and written communication skills. Have knowledge of computers and peripherals; with knowledge of a variety of operating systems and hardware. Must have knowledge of computer systems terminology, theory and principles. Knowledge of database application programs and ability to create programs. Must have knowledge of programming theory and languages, and ability to solve problems and think creatively.

### **EQUIPMENT**

Ability to use standard office equipment including computers and peripherals. Hand tools for computer installation and service.

### **WORKING CONDITIONS**

Work is performed in an office and outside environment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

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#### **IMPORTANT:**

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.