AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position
at Eastern Connecticut State College

Director of Administrative Affairs, Administrator III

March 10, 1978

RESOLVED, That the position, Director of Administrative Affairs, Administrator III, be established at Eastern Connecticut State College effective March 10, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated February 22, 1978.

A Certified True Copy:

James A. Frost
Executive Director
TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb (President)

Concerning: XX New Position, _____ Existing Position (Vacant/Filled)

1. Proposal:
   To establish the position; Director of Administrative Affairs to assist in the budget and fiscal areas.

2. Proposed Position:
   Title/Rank: Director of Administrative Affairs - Administrator III
   FT 17,407.60 Gen. AFSCME
   10 or (12 mos) Salary Level Fund (Gen., Jargaining Temp. or
   Full-Time Ed. Ext., Aux.) Unit Permanent

3. Summary of Function (attach required job description)
   Please see attached description

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)
   To provide additional professional support to budget development and related administrative functions.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)
   Administrator III level position

Signature: [Signature]
2/17/78

For Central Office Use

Consultation with bargaining Unit Completed 2/17/78

Comments:

Approved:
1. For Submission to PERC 2/22/78
   2. Dy Committee/Board

(Date) (Signature)
REvised

JOB DESCRIPTION

Director of Administrative Affairs

The Director of Administrative Affairs reports directly to the President. He coordinates development and preparation of the budget with the Director of Fiscal Affairs.

The Director is responsible for compiling financial data and insuring the timely completion of the budget and various fiscal and administrative reports; coordinating and assisting in the preparation of managerial plans for the various administrative units of the college; providing information to Departments and external liaison with State agencies; providing financial evaluations of Auxiliary Services and Extension; assisting in the preparation of budget for grant proposals; performing analytical studies and long-range financial planning for the college; and other duties as assigned.

DEM: dcb
2-10-78

cc: M. Pernal
    C. R. Webb