RESOLUTION

concerning

Adjustment in Duties

for

Associate Dean Administrative Affairs/Administrator VII

at

Central Connecticut State College

June 11, 1982

RESOLVED, That the duties for the position, Associate Dean Administrative Affairs/Administrator VII, at Central Connecticut State College be adjusted effective June 11, 1982, in accordance with all provisions and expectations as set forth in the proposal dated May 27, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Associate Dean Administrative Affairs/Adm. VII

Fund: General Fund

Position Type: Permanent X Part-time

Effective Date: June 11, 1982

Cost: None

Campus: Central CT State College

Proposal: To remove the duties of supervision of cashing function.

Summary:

The enclosed job description is the one under which Dr. John Zulick will operate as Associate Dean. It is identical to that of Al Caputo except for the removal of responsibility for cashing. We have made this change because of the increased demands in the areas of Maintenance Department supervision, inventory control, and collections.

The duty of supervising cashing will remain temporarily assigned to Mr. Wallach until we make a permanent determination of what to do with it. He is being compensated for this in accordance with the AFSCME contract.

Date: May 27, 1982
Central Connecticut State College

POSITION DESCRIPTION

Position Title: Associate Dean Administrative Affairs

Administrative Rank: Administrator VII

Department: Administrative Affairs

Supervisor(s) Position/Title Vice President for Administrative Affairs

POSITION SUMMARY:

Supervises Maintenance Department, Capital Projects, and Debt Collection. Assists in design for projects and campus planning. Represents College in transactions with other State agencies in matters of construction.

POSITION RESPONSIBILITIES:

Supervise the daily Maintenance effort requiring inspection of campus and all phases of repair work required and in progress. Also responsible for the establishment of policies to provide an on-going program of maintenance for all buildings and all campus systems.

Supervise the collection of debts owed the College by students. Initiate correspondence and maintain records of all due debts and coordinate collections with Cashier's Department.

Initiate and help design capital projects for Central Connecticut State College campus. Work closely with architects, engineers, and Public Works Department in matters pertaining to construction, and act as agency representative during all phases of the project construction.

Prepare requests for improvements to buildings and grounds and assist the Vice-President for Administrative Affairs in various areas. Helps in preparation of various documents, correspondence, and other records.

Supervise the operation of the Supply section including inventory control, receiving and warehousing for the College and issuing of tools and equipment for the Maintenance Department.
POSITION RESPONSIBILITIES: (Cont'd.)

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Master's degree required. Six years of experience in administrative affairs including budgeting, resource allocation, contract management, and staff supervision.

These qualifications may be waived for individuals with appropriate alternate experience.

REVIEW AND APPROVAL:

Prepared by: ____________________________________________

Reviewed by: ____________________________________________

Approved by: ____________________________________________

5/26/82

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of ________________.

Date

______________________________
(Signature)

______________________________
Campus JA Committee

Rev. 6/4/79