RESOLVED, That the duties for the position, Associate Dean for Administrative Affairs/Administrator VII, at Southern Connecticut State College be altered effective September 10, 1982, in accordance with all provisions and expectations as set forth in the proposal dated August 26, 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 for Administrative Affairs/Adm. VII

Fund: General

Position Type: Permanent X Part-time

Effective Date: September 10, 1982

Cost: $36,699 to $38,199; $1,500 annual

Campus: Southern CT State College

Proposal: To add additional responsibilities to the existent position.

Summary:

Additional duties (AV-TV Multi-Media): Responsibility for preparing and monitoring the budget of AV-TV Multimedia, evaluating and supervising the staff, and dealing with the requests for services in AV-TV Multimedia made by the various offices and departments of the institution.

Date: August 26, 1982
To: Executive Officer for Faculty and Staff Affairs  
From: Southern Connecticut State College, President Frank Harrison  

Concerning: _______ New Position, _______ Existing Position (Vacant/Filled)  

Proposal:  

Assignment of additional responsibilities to Associate Dean for Administrative Affairs (Administrator VII) position.  

Proposed Position:  

Title/Rank: Associate Dean for Administrative Affairs  

12 Month  
Full-Time Present: $36,699.  
Proposed: $38,199.  

Perm. Increase: $1,500.  
10 or 12 mo. Salary Level Fund (Gen.,  
Full-Time Ed. Ext., Aux.)  
Temp. - Perm.  

AFSCME Bargaining Unit  

3. Summary of Function (attach required job description)  

Additional duties (AV-TV Multi-Media): Responsibility for preparing and monitoring the budget of AV-TV Multimedia, evaluating and supervising the staff, and dealing with the requests for services in AV-TV Multimedia made by the various offices and departments of the institution.  

4. Rationale for Altering or Establishing Position  

Reorganization.  
Summary of proposal follows.  

5. Conditions of Employment if Changed or Different from Norm.  

N/A  

Central Office Use  

Consultation with Bargaining Unit  
Completed  

Approved:  
1. For Submission to PERC  
2. By Committee/Board  

Comments:  

Date Signature
Position Title:        Associate Dean for Administrative Affairs
Administrative Rank:  Administrator VII
Department:          Administrative Affairs

POSITION SUMMARY

Responsible to the Vice President of Administrative Affairs for the
direct supervision and responsibility of the following administrative
functions: purchasing, food service, duplicating services, bookstore,
mailroom, telephone operators, transportation, contracts, inventories,
and other miscellaneous auxiliary services.

In the absence of the Vice President the Associate Dean represents
him at the President's Cabinet and at other administrative offices
and academic departments.

POSITION RESPONSIBILITIES

Continually review problem areas and goals and objectives with nine
supervisors reporting to the associate dean.

Write all contracts, negotiate for their approval with the Office of
Policy and Management and the Attorney General's Office, and oversee
all payments of same.

Review and approve all purchase orders and invoices, out-of-state
travel requests, honorariums, personal service contracts, telephone
service requests, and special requests for food and lodging for guests
of the college.

Work closely with food service managers for both manual and vending
food operations and student food service committee.

Work closely and understand the rules and regulations of the following
agencies as the primary liaison person at the college: Office of
Policy and Management, Comptroller, Attorney General and State Motor
Pool.

Help students with problems arising from disputes over security, book-
store, business office, and food service.

Represent the Vice President in the capacity of Acting Vice President
in his absence or when so designated to other administrative offices
and academic departments.
POSITION DESCRIPTION
Position Title: Associate Dean for Administrative Affairs

POSITION RESPONSIBILITIES - Continued

Responsible for all facets of commencement.

Maintain campus-wide equipment inventory.

Solve logistical and personnel problems within the areas of responsibility of the Vice President for Administrative Affairs.

Responsible for duplicating services and service contracts on all campus equipment.

Responsible for preparation and monitoring of the AV-TV Multi-Media budget, evaluating and supervising the staff, and dealing with the various institutional requests for services from that department.

Most of the day is taken up with solving a variety of problems for people from every area of the academic community such as:

- Out-of-state travel information
- Use of state property and vehicles for special projects
- Help in filing claims with the Claims Commission
- Insurance coverage for special events
- All letters of understanding and contracts with private and other state agencies
- Telephone service needs
- Helping senior class officers with commencement arrangements
- Helping faculty with summer school institute budgets. This includes explaining the proper way to prepare honorariums

Direct Supervisory Responsibility for the following people and positions:

- Mail Service Senior Clerk
- Chief Centrex Operator
- Store Manager Educational
- Materials III
- Purchasing Service Officer
- Material Storage Manager II
- Director of Food Services
- Duplicating Room Supervisor

Indirect Supervisory Responsibility for the following people and positions:

- Material Storage Manager I
- Storekeeper II
- Purchasing Services Aide
- Appliance Machine Operators
- Clerks, typists, steno II's, mail clerks, security officers, operators, cashiers
- Temporary employees, student help, etc.

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

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION