STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES
P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN, 203-827-7700

AUTHORIZING RESOLUTION

concerning

Alteration in Duties
for
Director of Library Services/Administrator VII

at
Southern Connecticut State College

September 10, 1982

RESOLVED, That the duties for the position, Director of Library Services/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: Director of Library Services/Administrator VII

Fund: General

Position Type: Permanent X Part-time

Effective Date: September 10, 1982

Cost: $33,041 to $34,041; $1,000 annual

Campus: Southern CT State College

Proposal: To add additional duties to the existent position.

Summary:
Additional duties (Learning Resource Center): Responsibility for preparing and monitoring the budget of the Learning Resource Center, evaluating and supervising the staff, and dealing with requests for services in the Learning Resource Center made by the various offices and departments of the institution.

Date: August 26, 1982
Alteration of a Current Position or Establishment of a New Position in the Unclassified Service

8/10/82

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, President Frank Harrison

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

Proposal:

Assignment of additional responsibilities to Director of Library Services (Administrator VII) position.

Proposed Position:

<table>
<thead>
<tr>
<th>Title/Rank</th>
<th>Director of Library Services (Administrator VII)</th>
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<tbody>
<tr>
<td>12 Month</td>
<td>Present: $33,041.</td>
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<tr>
<td>Full-Time Perm.</td>
<td>Proposed: $34,041.</td>
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<tr>
<td>10 or 12 mo.</td>
<td>Increase: $1,000.</td>
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<tr>
<td>Full-Part-Time Temp. - Perm.</td>
<td>Salary Level Fund (Gen., Gen.) AFSCME Bargaining Unit</td>
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<tr>
<td></td>
<td>Ed. Ext., Aux.)</td>
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</table>

3. Summary of Function (attach required job description)

Additional duties (Learning Resource Center):
Responsibility for preparing and monitoring the budget of the Learning Resource Center, evaluating and supervising the staff, and dealing with requests for services in the Learning Resource Center 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 PESC
2. By Committee/Board

Comments:

Date

Signature
POSITION DESCRIPTION

POSITION TITLE: Director of Library Services

ADMINISTRATIVE RANK: Administrator VII

POSITION SUMMARY:

Responsible to Vice President of Academic Affairs for overall operation of library----Provides staff supervision and coordinates all curriculum planning and services offered to the College Community by the library.

POSITION RESPONSIBILITIES:

1. Provides input into planning implementations and evaluation of academic curriculum and library services.

2. Facilitates securing of funding to maintain collection developing programs and A.L.A. professional standards.

3. Promotes competency, use of learning resources by the entire College Community.

4. Supervises practicum and inter experiences, computer applications and maintenance of reference services.

5. Assists acquisition of learning materials and provides supervision of staff career development and training.

6. Directly responsible for supervision of clerical and professional staff.

7. Prepares and monitors the budget of the Learning Resource Center; evaluates and supervises the staff, and deals with various institutional requests for services from the Center.

8. 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