AUTHORIZING RESOLUTION

concerning

CONVERSION OF POSITION AND TITLE

ASSISTANT TO THE WEATHER CENTER/ADMINISTRATOR II
(Grant Funded)

at

WESTERN CONNECTICUT STATE UNIVERSITY

April 8, 1983

RESOLVED, That the position and title, Assistant in Weather Center/Administrator I, (part-time grant-funded) be converted to Assistant to the Weather Center Director/Administrator II (full-time), at Western Connecticut State University effective April 8, 1983, in accordance with all provisions and expectations as set forth in the proposal dated March 16, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]
James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employee
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant to the Weather Center/Administrator II

Fund: Grant

Position Type: Permanent X Part-time

Effective Date: April 8, 1983

Cost: $7,126*

Campus: Western CT State University

Proposal: To upgrade the existing part-time grant-funded position, Assistant in Weather Center/Administrator I to a full-time Assistant to the Weather Center Director/Administrator II

Summary: The Assistant to the Weather Center Director assists in the overall research efforts of the Weather Center. A knowledge of synoptic meteorology, along with some background in calculus are required for satisfactory functioning.

*Current salary, Administrator II $15,000
Current salary of departing incumbent 7,874 $7,126. - cost of upgrading
Position Title: Assistant to the Weather Center

Administrative Rank: II

Department: Weather Center

Position Summary:
The Assistant to the Weather Center assists in the overall research efforts of the Weather Center. A knowledge of synoptic meteorology, along with some background in calculus are required for satisfactory functioning.

Position Responsibilities:
1) Assist in research of severe storm project.
2) Collects data for analysis.
3) Daily routine plotting of collected data.
4) Performs calculation of storm index.
5) Answers telephone inquiries related to storm project.
6) Prepares charts and graphs for project.
7) Assists in report writing.
8) Assists in the preparation of weather forecasts.
9) Assists with broadcasting of weather information.
10) Performs duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications:
B.A. or B.S. in meteorology or related field. Some professional experience in meteorology preferred.

Special conditions: The incumbent will be required to work evenings and weekends and during weather emergencies.
Western Connecticut State College
Assistant in Weather Center/Administrator I
(Code )

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCIDENT NAME:

POSITION SUMMARY:

The Assistant in the Weather Center assists in the overall research efforts of the Weather Center. A knowledge of synoptic meteorology, along with some background in calculus are required for satisfactory functioning.

POSITION RESPONSIBILITIES:

1. Assist in research of severe storm project.
2. Collects data for analysis.
3. Daily routine plotting of collected data.
4. Performs calculation of storm index.
5. Answers telephone inquiries related to storm project.
6. Prepares charts and graphs for project.
7. Assists in report writing.
8. Performs duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

B.A. or B.S. in meteorology or related field. Some professional experience in meteorology preferred.

SPECIAL NOTATIONS:

Temporary part-time grant-funded position.