RESOLUTION

concerning

ESTABLISHMENT OF A POSITION
(Research Foundation - Weather Center Funded)
at
WESTERN CONNECTICUT STATE UNIVERSITY

ASSISTANT DIRECTOR, METEOROLOGICAL STUDIES
AND WEATHER CENTER/ADMINISTRATOR III

September 1, 1983

RESOLVED, That the position, Assistant Director,
Meteorological Studies and Weather Center/
Administrator III (Research Foundation - Weather
Center Funded), be established at Western Con-
necticut State University, effective September 1,
1983, in accordance with all provisions and
expectations as set forth in the proposal dated
August 17, 1983, which is attached as an addendum
to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title:  Assistant Director of the Meteorological Studies and Weather Center/Administrator III

Fund:  Research Foundation-Weather Center

Position Type:  Permanent  X  Part-time  

Effective Date:  September 1, 1983

Cost:  $16,100

Campus:  Western CT State University

Proposal:  This position is needed to further the educational mission of the Weather Center particularly in the area of dissemination of weather information.

Summary:

See attached material.

Date:  August 17, 1983
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs
From: Western Connecticut State University

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

1. Proposal: To establish the position of Assistant Director of the Weather Center

2. Proposed Position:

Title/Rank: Assistant Director of the Meteorological Studies and Weather Center/Administrator

| 12 mo. | $16,100. | Research Foundation-Weather Center (1173-203) AFSCME |
| 10 or 12 mo. | Salary Level | Fund (Gen., Bargaining Unit Ed. Ext., Aux.) |

3. Summary of Function (attach required job description)

SEE ATTACHED

4. Rationale for Altering or Establishing Position

This position is needed to further the educational mission of the Weather Center particularly in the area of dissemination of weather information.

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

Must be available to work a varied schedule.

For Central Office Use
Consultation with Bargaining Unit Completed

Approved:
1. For Submission to PERC
2. By Committee/Board
Western Connecticut State University

Position Description

Position Title: Assistant Director, Meteorological Studies and Weather Center

Administrative Rank: Administrator 3

Department: Meteorological Studies and Weather Center

Position Summary: To assist in the preparation and dissemination of weather research and information.

Position Responsibilities:

1) Assist in the promotion and development of the educational mission of the Weather Center.

2) Develop and produce weather forecasts and related data.

3) Assist in the supervision of Weather Center employees, including student interns.

4) Consult with users of Weather Center data.

5) Provide weather forecasts.

6) Perform other related duties and responsibilities which do not alter the basic level of the position.

Qualifications:

Two to three years of administrative experience, demonstrating supervisory skills, preparing the applicant to work effectively with the general public. Experience in broadcasting desirable.

A Bachelor's degree is required preferably in a related field. These qualifications may be waived for individuals with appropriate alternate experience.

Special Conditions: Must work varied hours on a flexible schedule.