RESOLUTION

concerning

ESTABLISHMENT OF THE POSITION

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III

In The

CENTRAL OFFICE

July 20, 1984

WHEREAS,  There is a need for a person of high technical skill to support the computer-based Management Information Systems for the Connecticut State University, therefore be it

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III, be established in the Central Office, effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated June 22, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]
James A. Frost
President
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director of Information Systems/Administrator III

Fund: General

Position Type: Permanent X Part-time ___

Effective Date: July 1, 1984

Cost: Salary Range, $17,770 - $33,045

Campus: Central Office

Proposal: To create a new position of Assistant Director of Information Systems/Administrator III

Summary: See attached job description.

Date: June 22, 1984
Central Office

Assistant Director of Information Systems
Administrator III

Supervisor: Director of Information Systems

Position Summary: Under the direction of the Director of Information Systems, this individual's primary responsibility is the analysis, development, programming, testing, and implementation of administrative software systems for the State University System.

Position Responsibilities:

1. Responsibility for the design, development, programming, documentation, and implementation of systemwide programming projects.

2. Produces special reports required by the Central Office.

3. Assists in the development of systemwide information systems.

4. Maintains existing software developed and installed by the Central Office.

5. Assists in liaison activities between the Central Office and the four campuses for any data processing system developed.

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

Education and Experience:

Bachelor's Degree required, Masters Degree preferred in Computer Science, Mathematics, or a related area.

Demonstrated ability in the design, development, programming in Cobol and Basic, documentation, and implementation of computer software systems written for the DEC VAX 11/780 computer system running the VMS operating system.

At least three years of experience as a programmer analyst/software specialist on such systems.