RESOLUTION

concerning

ASSISTANT DIRECTOR OF FISCAL AFFAIRS/ADMINISTRATOR III
at
EASTERN CONNECTICUT STATE UNIVERSITY

December 6, 1985

RESOLVED, That the currently vacant position, Administrative Services Officer II, at Eastern Connecticut State University be reclassified to Assistant Director of Fiscal Affairs (for Acquisitions)/Administrator III.

A Certified True Copy:

[Signature]
Dallas K. Beal
President
Addendum to BR#

THE CONNECTICUT STATE UNIVERSITY
P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

POSITION ACTION REQUEST

<table>
<thead>
<tr>
<th>POSITION ACTION:</th>
<th>ESTABLISH ( ) RECLASSIFY (XX) OTHER ( )</th>
<th>DATE EFFECTIVE</th>
<th>12/6/85</th>
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<tr>
<td>POSITION TITLE:</td>
<td>ASO II (SU Adm. III - (Asst. Dir. of Fiscal Affairs)) 0082 (Class Code)</td>
<td>PROPOSED</td>
<td>7918 (Class Code)</td>
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<tr>
<td>CURRENT TITLE:</td>
<td>1645 (CURRENT NUMBER:</td>
<td>CURRENT SALARY 20,738* VACANT</td>
<td>PROPOSED SALARY 19,547</td>
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<td>CURRENT CLASS CODE</td>
<td>7918</td>
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<td>VACANT</td>
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RESOLUTION

RESOLVED, That the currently vacant position, Administrative Services Officer II, at Eastern Connecticut State University, be reclassified to Assistant Director of Fiscal Affairs (for Acquisitions).

A Certified True Copy

Dallas K. Beal, President, CSU

PER Committee 11/27/85

BOARD OF TRUSTEES 12/6/85

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This reclassification is requested to consolidate all commodities and service acquisitions into one position including service contracts, lease/purchasing transactions, public works projects, and all shipping and receiving functions.

The reclassification will broaden the responsibility of the position at a cost savings to the General Fund.

*This position, currently vacant, is in the Classified Service under the Management Pay Plan which calls for a starting salary of $20,738. By reclassifying the position as hereby requested, the result would be an immediate savings of $1,191.00.

Savings of $1,191.00

Approx. Cost

Signed (University)

Date
POSITION TITLE: Assistant Director of Fiscal Affairs (Acquisitions)

ADMINISTRATIVE RANK: 3

Under the supervision of the Director of Fiscal Affairs, the Assistant Director is responsible for all commodity and service acquisitions from initial purchase through receiving and payments including the following:

1. Oversees daily purchasing operations and determines workload priorities.
2. Directs the Small Business Set-Aside program for registered small and minority vendors.
3. Executes commodity and service acquisitions including service contracts, lease/purchase transactions, and public works projects.
4. Selects sources, solicits, and reviews competitive bids for university purchases.
5. Approves purchase orders, fiscal commitments, and payment documents.
6. Supervises the Shipping/Receiving, Mail Service, and University Stores facility including maintenance of stocking levels for materials in inventory.
7. Administers the competitive bidding and recordkeeping portions of public works (capital construction) projects.
8. Supervises the Accounts Payable function and miscellaneous non-payroll disbursements including travel, utilities, and reservations payments.
9. Recommends university purchasing policy and advises the administration on purchasing and related matters.
10. Performs other duties and responsibilities related to duties enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

3 to 4 years of administrative experience equipping the incumbent to assist in Fiscal Affairs Operations. Bachelors Degree required.

These qualifications may be waived for individuals with appropriate alternate experience.

Signature for SUOAF Date  
Signature for ECSU Date

MEP/emb
10/28/85