RESOLUTION

concerning

ASSOCIATE DIRECTOR OF INFORMATION SYSTEMS & COMPUTER SERVICES
ADMINISTRATOR IV
at
EASTERN CONNECTICUT STATE UNIVERSITY

December 6, 1985

RESOLVED, That the present position, Computer Programmer 2 be reclassified to Associate Director of Information Systems and Computer Services/Administrator IV, and that the bargaining unit be changed from Engineering Technical to State University Organization of Administrative Faculty—American Federation of State, County and Municipal Employees.

A Certified True Copy:

Dallas K. Beal
President
RESOLVED, That the present position, Computer Programmer 2, be reclassified to Associate Director of Information Systems and Computer Services and that the bargaining unit be changed from Engineering Technical to SUOAF.

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

This reclassification will permit the University to assign additional, high-level responsibilities to Data Center Staff and will provide an orderly delineation of authority. The use of an Associate Director position will provide a Data Center organizational plan that parallels those of the other three campuses. The proposed rank is Administrator 4.
POSITION TITLE ASSOCIATE DIRECTOR OF INFORMATION SYSTEMS AND COMPUTER SERVICES

ADMINISTRATIVE RANK 4

Under the general supervision of the Vice-President of Administrative Affairs the Associate Director reports to the Director of Information Systems and Computer Services and is responsible for systems analysis; assists in the direction of the Data Center Operations; and plays a key role in the development and implementation of on-line systems with user offices. In the absence of the Director, the Associate Director assumes responsibility for the Data Center.

The Associate Director:

1. Provides technical assistance to the Director in the design, analysis, programming and implementation of academic and administrative systems.

2. Works with user offices in the development of, preparation for and implementation of on-line systems.

3. Provides on-going liaison from Data Center to user offices.

4. Works with the Director in planning for new computer hardware and the installation and maintenance of such hardware.

5. Works with the Director in the selection, development, supervision and evaluation of Data Center personnel and student assistants.

6. Establishes and maintains data element dictionaries, system/program description files, program instruction manuals, and user manuals.

7. Develops and carries out special projects as required.

8. Prepares and completes reports as needed.

9. Advises computer science faculty and students as required.

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

QUALIFICATIONS

Three to four years of professional experience in information systems applications, including knowledge of programming and appropriate equipment, and demonstrating supervisory skills. A Bachelor's Degree is required; a Master's Degree is preferred.

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

Signature for the University Date Signature for AFSOME/SUOAF Date

EMB/emb