RESOLUTION

concerning

DIRECTOR OF COMPUTER and INFORMATION SYSTEMS/ADMINISTRATOR VI

at

Eastern Connecticut State University

March 7, 1986

RESOLVED, That the job description for the position, Director of Computer and Information Systems/Administrator VI, be changed to reflect the addition of Telecommunications responsibilities.

A Certified True Copy:

Dallas K. Beal
President
# Position Action Request

**Position Action:** RECLASSIFY (x) OTHER ( )

**Date Effective:** 2/7/86

**Position Title:** Director of Computer and Information Systems

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<th>Current (Class Code)</th>
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**Resolved:**

That the job description for the position, Director of Computer and Information Systems, be changed to reflect the addition of Telecommunications responsibilities.

**Resolution**

**Resolved:**

That the job description for the position, Director of Computer and Information Systems, be changed to reflect the addition of Telecommunications responsibilities.

**Justification:**

Because of the need for integration of data and voice communication, technical responsibilities for planning, implementing, and maintenance of the campus telecommunications network are being added to the list of duties for the position. There is no change in salary or rank.

**Approx. Cost**

- 0 -

[Signature]

Signed (University) 1/13/86
Under the general supervision of the Vice-President for Administrative Affairs, the Director of Computer and Information Systems is responsible for the operation and administration of hardware and systems support for all phases of information systems and computer applications.

The Director

1. Supervises the operation of the Data Center and all associated staff for both administrative and academic computer systems.

2. Oversees the design, planning and provision of systems analysis and programming services and implements new and revised information systems for all administrative offices.

3. Develops plans for new computer hardware, procures necessary hardware, makes selection and oversees installation of equipment for both academic and administrative computing.

4. Supervises system software and operating system generation for both academic and administrative computer systems.

5. Directs and supervises professional programming staff in the design and implementation of new systems and in the maintenance of current systems for all University information systems.

6. Coordinates and supervises all communications and work with outside agencies associated with data processing and computer services.

7. Coordinates vendor efforts to ensure effective performance of administrative and academic computer equipment.

8. Works with appropriate staff in the technical planning, implementation and maintenance of a telecommunications network that supports and enhances University computer operations.

9. Conducts training sessions and workshops for staff and faculty with respect to the role, use, and trends of computer technology in an educational institution.

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

QUALIFICATIONS

Master's degree and six years of experience in information systems including formulation and implementation of relevant policy and staff supervision required.

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

Signature for the Univ.  Date  Signature for AFSCME/SUOAF  Date

MEP/emb
12/12/85