RESOLUTION

concerning

CONVERSION OF POSITION

AGENCY DATA PROCESSING MANAGER I (MANAGEMENT CLASSIFIED)

TO

ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR III
(UNCLASSIFIED)

AT

SOUTHERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the position, Agency Data Processing Manager I (Classified Management), at Southern Connecticut State University be converted to Assistant Director of the Computer Center/Administrator III, effective June 6, 1986, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]
Dallas K. Beal
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury
An Equal Opportunity Employer
RESOLVED, That the position Agency Data Processing Manager I (Classified Management) at Southern Connecticut State University be converted to Assistant Director of the Computer Center, Administrator III, effective June 6, 1986, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this resolution.

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

The conversion of this position would provide for the adoption of a local Administrative faculty job description which more accurately portrays the current duties and responsibilities of the position. Note also that State Personnel encourages the absorption of such positions into other agency units, thereby reducing the number of different employee groups to administer.
Assistant Director of the Computer Center/Administrator III

SUPERVISOR: Director of the Computer Center

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Responsible for computer operations including the supervision of the operations staff, the establishment and execution of operations procedures, and the care and maintenance of the computer equipment.

POSITION RESPONSIBILITIES:

Supervises computer operations, control, and data entry personnel.

Establishes computer operation procedures so as to obtain maximum use of the equipment and the personnel.

Monitors system performance and makes provision for preventive maintenance and repair of computer systems and related equipment.

Is responsible for backup and recovery materials and procedures.

Acts as liaison between computer operations and administrative users and Systems and Programming Section.

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

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Data Processing or Computer Science required. Should have experience in computer operations. Job experience with VAX VMS preferred. These qualifications may be waived for individuals with appropriate alternate experience.