



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Refined Job Description and Title Change
at

Eastern Connecticut State College

Assistant to the Vice President for Administrative Affairs, Administrator IV

April 3, 1981

RESOLVED, That the position Director of Administrative Affairs, Administrator IV, job description be refined and the title changed to Assistant to the Vice President for Administrative Affairs, Administrator IV at Eastern Connecticut State College effective November 14, 1980, in accordance with all provisions and expectations as set forth in the proposal dated March 18, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant to the Vice President for Administrative Affairs/Administrator IVFund: GeneralPosition Type: Permanent X Part-time _____Effective Date: November 14, 1980Cost: from \$29,901 to \$31,479 (+\$1,578)Campus: Eastern Connecticut State College

Proposal:

To alter the duties of the position to accurately reflect the functions being performed and to adjust the compensation appropriately.

Summary:

In order that the duties and responsibilities of this position be properly reflected in the job description, the job description is being altered. A copy of both the old and new job description is attached. This change does not alter the rank of the position but compensation is increased, since the new duties carry with them a greater responsibility.

Date: March 18, 1981

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title Director of Administrative Affairs
Administrative Rank IV
Department Administrative Affairs

POSITION SUMMARY

The Director reports directly to the Vice-President for Administrative Affairs.

He is directly responsible for the preparation of the budget, negotiation and administration of food service and bookstore contracts, personal service contracts and state vehicles.

He supervises fiscal operations under the direction of the Vice President and assists the Vice-President in all other areas of the division of Administrative Affairs.

In the absence of the Vice-President, he has complete responsibility for the division of Administrative Affairs.

POSITION RESPONSIBILITIESBudget

1. Compile and submit budget request for the General Fund.
2. Prepare and submit budget requests for the Educational Extension and Auxiliary Funds.
3. Prepare requests for Allotment of Appropriations (B-1) for General Fund, Extension, and Auxiliary Funds.
4. Submit an "Analysis of Appropriations Requirements" monthly (B-66).
5. Prepare internal budgets for departments, fiscal reports, and analyses.
6. Prepare budgets, fiscal reports, and miscellaneous information requested by B.O.T., O.P.M., and other state and federal control agencies.
7. Annually negotiate an indirect cost rate with D.H.E.W.
8. Analyse cost centers to recommend fee increases necessary.
9. Approximate budget--\$11,500,000.

Food Service and Bookstore

1. Write specifications, send out bids, negotiate, and award contracts.
2. Administer contracts for compliance, approve all renovations, purchase of equipment, hours of operation, approve prices, etc.

Motor Pool

1. Supervise use of state vehicles, submission of monthly reports, repairs, and requests for temporary and additional vehicles.

Contracts

1. Monitor all Personal Service Contracts, negotiate for approval by O.P.M. and Attorney General's Office, and oversee payments.

Other

1. Coordinate supervision of fiscal operations.
2. Assist the Vice-President in management and supervision of all personnel providing services of purchasing, contracting, physical plant, security, and data processing.
3. Assume responsibility for other administrative departments as assigned by the Vice-President.
4. In the absence of the Vice-President, assume complete responsibility for division of Administrative Affairs.
5. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title Assistant to the Vice-President for Administrative Affairs
Administrative Rank IV
Department Administrative Affairs

POSITION SUMMARY

The incumbent reports directly to the Vice-President for Administrative Affairs.

Under the direction of the Vice-President, he is responsible for budget preparation, negotiation and administration of food service and bookstore contracts, and all other agreements with outside vendors.

He supervises Data Center operations under the direction of the Vice-President and assists the Vice-President in all other areas of the Division of Administrative Affairs.

In the absence of the Vice-President, he has responsibility for the Division of Administrative Affairs.

POSITION RESPONSIBILITIES

Budget

1. Compile and submit budget requests for the General Fund, Educational Extension and Auxiliary Service Funds.
2. Prepare requests for Allotment of Appropriations (B-1) for General Fund, Educational Extension, and Auxiliary Service Funds.
3. Prepare internal reports and other pertinent financial analyses for academic and administrative departments.
4. Compile data and prepare for submission budgets, fiscal reports, and miscellaneous information requested by B.O.T., O.P.M., and other state and federal control agencies.
5. Analyze campus cost centers, e.g., Housing, Student Center, etc. to determine financial performance of such centers and prepare necessary fee increase recommendations.
6. Assist administrative directors in the development of comprehensive line item budgets on a fiscal year basis. Expenditures planned in such budgets to be tied to a realistic assessment of available revenues.

Contract Administration

1. In consultation with Vice-President and other appropriate administrators, write contract specifications, coordinate bidding process, and recommend contract awards.

Position Description
Asst. to V. P. for Administrative Affairs
page 2

Contract Administration (cont.)

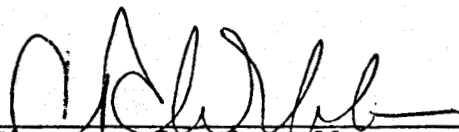
2. Monitor contractor operations to ensure compliance with contract provisions.
3. Confer with appropriate administrative officers to ensure that proper service is provided by contractors.
4. Advise Vice-President of contractor's performance and recommend appropriate courses of action.

Data Center

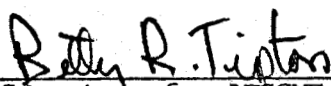
1. Serve as liaison to Data Center users and ensure that user needs--both short-term and long-range--are appropriately documented and communicated to the Data Center and Vice-President.
2. Ensure that campus offices are aware of Data Center services and reports which may be applicable and helpful to such offices.
3. Ensure that Data Center needs in terms of staffing, equipment, programming and software are thoroughly documented and communicated to the Vice-President.

Other

1. Assist the Vice-President in management of all components of the Administrative Affairs area.
2. Assume responsibility for other administrative departments as assigned by the Vice-President.
3. Perform other duties and responsibilities which do not alter the basic level of responsibility of the position.



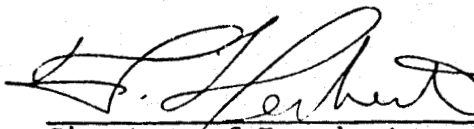
Signature for the College Date

 3/16/81

Signature for AFSCME Date

 3/16/81

Signature of Supervisor Date

 3/16/81

Signature of Incumbent Date