



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
 827-7700  
 TEL. NEW BRITAIN: ~~203-291-1600~~ ~~203-291-1600~~

## AUTHORIZING RESOLUTION

concerning

Alteration in Duties  
 for  
 Associate Dean for Administrative Affairs/  
 Administrator VII

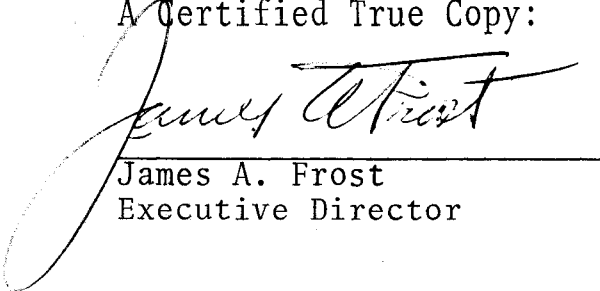
at

Southern Connecticut State College

September 10, 1982

RESOLVED, That the duties for the position, Associate Dean for Administrative Affairs/Administrator VII, at Southern Connecticut State College be altered effective September 10, 1982, in accordance with all provisions and expectations as set forth in the proposal dated August 26, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
 \_\_\_\_\_  
 James A. Frost  
 Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Associate Dean for Administrative Affairs/Adm. VIIFund: GeneralPosition Type: Permanent X Part-time \_\_\_\_\_Effective Date: September 10, 1982Cost: \$36,699 to \$38,199; \$1,500 annualCampus: Southern CT State College

Proposal: To add additional responsibilities to the existent position.

## Summary:

Additional duties (AV-TV Multi-Media): Responsibility for preparing and monitoring the budget of AV-TV Multimedia, evaluating and supervising the staff, and dealing with the requests for services in AV-TV Multimedia made by the various offices and departments of the institution.

Date: August 26, 1982

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College,

*Frank Harrison*  
President Frank Harrison

Concerning:           New Position,           XX Existing Position (Vacant/Filled)

Proposal:

Assignment of additional responsibilities to Associate Dean for Administrative Affairs (Administrator VII) position.

Proposed Position:

Title/Rank Associate Dean for Administrative Affairs

12 Month Present: \$36,699.

Full-Time Proposed: \$38,199.

Perm. Increase: \$ 1,500.

10 or 12 mo.

Full-Part-Time

Temp. - Perm.

Salary Level

Gen.

Fund (Gen.,

Ed. Ext., Aux.)

AFSCME

Bargaining Unit

3. Summary of Function (attach required job description)

Additional duties (AV-TV Multi-Media): Responsibility for preparing and monitoring the budget of AV-TV Multimedia, evaluating and supervising the staff, and dealing with the requests for services in AV-TV Multimedia made by the various offices and departments of the institution.

4. Rationale for Altering or Establishing Position

Reorganization.  
Summary of proposal follows.

5. Conditions of Employment if Changed or Different from Norm.

N/A

Central Office Use

Consultation with Bargaining Unit  
Completed \_\_\_\_\_

Approved:  
1. For Submission to PERC \_\_\_\_\_  
2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Associate Dean for Administrative Affairs  
Administrative Rank: Administrator VII  
Department: Administrative Affairs

POSITION SUMMARY

Responsible to the Vice President of Administrative Affairs for the direct supervision and responsibility of the following administrative functions: purchasing, food service, duplicating services, bookstore, mailroom, telephone operators, transportation, contracts, inventories, and other miscellaneous auxiliary services.

In the absence of the Vice President the Associate Dean represents him at the President's Cabinet and at other administrative offices and academic departments.

POSITION RESPONSIBILITIES

Continually review problem areas and goals and objectives with nine supervisors reporting to the associate dean.

Write all contracts, negotiate for their approval with the Office of Policy and Management and the Attorney General's Office, and oversee all payments of same.

Review and approve all purchase orders and invoices, out-of-state travel requests, honorariums, personal service contracts, telephone service requests, and special requests for food and lodging for guests of the college.

Work closely with food service managers for both manual and vending food operations and student food service committee.

Work closely and understand the rules and regulations of the following agencies as the primary liaison person at the college: Office of Policy and Management, Comptroller, Attorney General and State Motor Pool.

Help students with problems arising from disputes over security, bookstore, business office, and food service.

Represent the Vice President in the capacity of Acting Vice President in his absence or when so designated to other administrative offices and academic departments.

POSITION DESCRIPTION

Position Title: Associate Dean for Administrative Affairs

- Page 2 -

POSITION RESPONSIBILITIES - Continued

Responsible for all facets of commencement.

Maintain campus-wide equipment inventory.

Solve logistical and personnel problems within the areas of responsibility of the Vice President for Administrative Affairs.

Responsible for duplicating services and service contracts on all campus equipment.

Responsible for preparation and monitoring of the AV-TV Multi-Media budget, evaluating and supervising the staff, and dealing with the various institutional requests for services from that department.

Most of the day is taken up with solving a variety of problems for people from every area of the academic community such as:

- Out-of-state travel information
- Use of state property and vehicles for special projects
- Help in filing claims with the Claims Commission
- Insurance coverage for special events
- All letters of understanding and contracts with private and other state agencies
- Telephone service needs
- Helping senior class officers with commencement arrangements
- Helping faculty with summer school institute budgets. This includes explaining the proper way to prepare honorariums

Direct Supervisory Responsibility for the following people and positions:

|   |                             |
|---|-----------------------------|
| Mail Service Senior Clerk               | Purchasing Service Officer  |
| Chief Centrex Operator                  | Material Storage Manager II |
| Store Manager Educational Materials III | Director of Food Services   |
|   | Duplicating Room Supervisor |

Indirect Supervisory Responsibility for the following people and positions:

|                             |   |
|-----------------------------|---|
| Material Storage Manager I  | Clerks, typists, steno II's, mail clerks, |
| Storekeeper II              | security officers, operators, cashiers    |
| Purchasing Services Aide    | Temporary employees, student help, etc.   |
| Appliance Machine Operators |   |

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

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION

*Robert V. Farrell*  
*Thomas H. Kuczek*  
*Roger J. Bergh*