



UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Director of Library Services/Administrator VIIFund: GeneralPosition Type: Permanent X Part-time \_\_\_\_\_Effective Date: September 10, 1982Cost: \$33,041 to \$34,041; \$1,000 annualCampus: Southern CT State College

Proposal: To add additional duties to the existent position.

## Summary:

Additional duties (Learning Resource Center): Responsibility for preparing and monitoring the budget of the Learning Resource Center, evaluating and supervising the staff, and dealing with requests for services in the Learning Resource Center made by the various offices and departments of the institution.

Date: August 26, 1982

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

8/10/82

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 Director of Library Services  
(Administrator VII) position.

Proposed Position:

Director of Library Services (Administrator VII)			
Title/Rank	Present: \$33,041.		
12 Month	Proposed: \$34,041.		
Full-Time	Increase: \$ 1,000.	Gen.	AFSCME
Perm.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
10 or 12 mo.			
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

Additional duties (Learning Resource Center):  
Responsibility for preparing and monitoring the budget of the Learning Resource Center, evaluating and supervising the staff, and dealing with requests for services in the Learning Resource Center 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

August 1, 1982

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Library Services

ADMINISTRATIVE RANK: Administrator VII

POSITION SUMMARY:

Responsible to Vice President of Academic Affairs for overall operation of Library----Provides staff supervision and coordinates all curriculum planning and services offered to the College Community by the library.

POSITION RESPONSIBILITIES:

1. Provides input into planning implementations and evaluation of academic curriculum and library services.
2. Facilitates securing of funding to maintain collection developing programs and A.L.A. professional standards.
3. Promotes competency, use of learning resources by the entire College Community.
4. Supervises practicum and inter experiences, computer applications and maintenance of reference services.
5. Assists aquisition of learning materials and provides supervision of staff career development and training.
6. Directly responsible for supervision of clerical and professional staff.
7. Prepares and monitors the budget of the Learning Resource Center, evaluates and supervises the staff, and deals with various institutional requests for services from the Center.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

Richard U. Fennell

IMMEDIATE SUPERVISOR

[Signature]

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Beryl