



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

CONVERSION OF POSITION AND TITLE

ASSISTANT TO THE WEATHER CENTER/ADMINISTRATOR II
(GRANT FUNDED)

at

WESTERN CONNECTICUT STATE UNIVERSITY

April 8, 1983

RESOLVED, That the position and title, Assistant in Weather Center/
Administrator I, (part-time grant-funded) be converted to
Assistant to the Weather Center Director/Administrator II
(full-time), at Western Connecticut State University
effective April 8, 1983, in accordance with all provisions
and expectations as set forth in the proposal dated
March 16, 1983, 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 Weather Center/Administrator IIFund: GrantPosition Type: Permanent X Part-time Effective Date: April 8, 1983Cost: \$7,126*Campus: Western CT State University

Proposal:

To upgrade the existing part-time grant-funded position, Assistant in Weather Center/Administrator I to a full-time Assistant to the Weather Center Director/Administrator II

Summary:

The Assistant to the Weather Center Director assists in the overall research efforts of the Weather Center. A knowledge of synoptic meteorology, along with some background in calculus are required for satisfactory functioning.

*Current salary, Administrator II	\$15,000	
Current salary of departing incumbent-	<u>7,874</u>	
	\$ 7,126.	- cost of upgrading

Date: March 16, 1983

JOB DESCRIPTION

PROPOSED

Position Title: Assistant to the Weather Center

Administrative Rank: II

Department: Weather Center

Position Summary:

The Assistant to the Weather Center/^{Director}assists in the overall research efforts of the Weather Center. A knowledge of synoptic meteorology, along with some background in calculus are required for satisfactory functioning.

Position Responsibilities:

- 1) Assist in research of severe storm project.
- 2) Collects data for analysis.
- 3) Daily routine plotting of collected data.
- 4) Performs calculation of storm index.
- 5) Answers telephone inquiries related to storm project.
- 6) Prepares charts and graphs for project.
- 7) Assists in report writing.
- 8) Assists in the preparation of weather forecasts.
- 9) Assists with broadcasting of weather information.
- 10) Performs duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications:

B.A. or B.S. in meteorology or related field.
Some professional experience in meteorology preferred.

Special conditions: The incumbent will be required to work evenings and weekends and during weather emergencies.

Western Connecticut State College
Assistant in Weather Center/Administrator I
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

The Assistant in the Weather Center assists in the overall research efforts of the Weather Center. A Knowledge of synoptic meteorology, along with some background in calculus are required for satisfactory functioning.

POSITION RESPONSIBILITIES:

1. Assist in research of severe storm project.
2. Collects data for analysis.
3. Daily routine plotting of collected data.
4. Performs calculation of storm index.
5. Answers telephone inquiries related to storm project.
6. Prepares charts and graphs for project.
7. Assists in report writing.
8. Performs duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

B.A. or B.S. in meteorology or related field. Some professional experience in meteorology preferred.

SPECIAL NOTATIONS:

Temporary part-time grant-funded position.