



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION

concerning

### ESTABLISHMENT OF THE POSITION

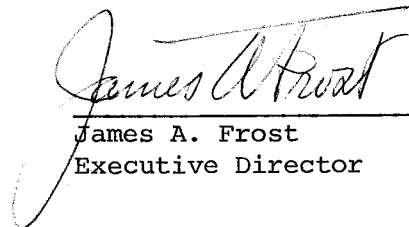
ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III  
IN THE  
CENTRAL OFFICE

May 6, 1983

WHEREAS, There is need for a person of high technical skill to support the computer-based Management Information Systems for the Connecticut State University, therefore be it

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III, be established in the Central Office, effective July 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated April 22, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of Information Systems/Administrator IIIFund: GeneralPosition Type: Permanent x Part-time       Effective Date: July 1, 1983Cost: Salary Range, \$16,100 - \$31,175Campus: Central OfficeProposal: To create a new position of Assistant Director of Information  
Systems/Administrator III

Summary: See attached job description.

Date: April 22, 1983

CENTRAL OFFICE FOR THE STATE UNIVERSITY

Assistant Director of Information Systems/Administrator III

Supervisor: Director of Information Systems

Position Summary: Under the direction of the Director of Information Systems this individual's primary responsibility is systems software installation and maintenance on all administrative computer systems in the State University System.

Position Responsibilities:

1. Installs and maintains systems software products on all administrative computer systems in the State University Systems.
2. Conducts training classes and programs and individual training in the use of all software products installed.
3. Assists in disaster recovery in the event of any specific computer system malfunction and is on call for assistance in such cases.
4. Acts as a resource person for all system software problems and programming problems.
5. Coordinates the network functions of any established computer network in the system.
6. Produces specialized systems software for use within the system when necessary.
7. Assists in the design, development, programming and documentation of systemwide programming projects.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Education and Experience:

1. Bachelors degree required in Computer Science, Mathematics or a related area.
2. Demonstrated ability in the installation and maintenance of systems software for Digital Equipment operating systems (RSTS and VMS).
3. At least two years of experience as a software specialist/programmer analyst on such systems.
4. Demonstrated ability to program in Macro-11, Basic, Pascal and Cobol.
5. Experience in the use of IBM operating systems (MVS, JES-2, etc) to assist in the maintenance of network functions.