



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Conversion of Position

Assistant to the Director of Intercollegiate Athletics
Administrator II

to

Assistant Director of Intercollegiate Athletics
Administrator III

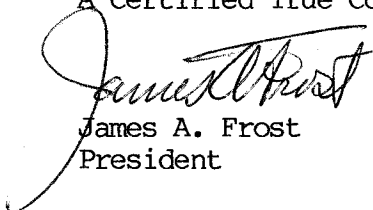
at

Southern Connecticut State University

July 20, 1984

RESOLVED, That the position Assistant to the Director of Intercollegiate Athletics/Administrator II, at Southern Connecticut State University be converted to Assistant Director of Intercollegiate Athletics/Administrator III, effective July 20, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:




James A. Frost
President

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

Addendum to
BR# 84-146

To: Vice President for University Affairs

From: Southern Connecticut State University


Vice President

Concerning: _____ New Position, Existing Position (~~Vacant~~/Filled)

Proposal: That the Assistant to the Director of Intercollegiate Athletics (Administrator II) position be converted to an Assistant Director of Intercollegiate Athletics (Administrator III) position. That the revised job description be adopted.

Proposed Position:

Title/Rank Assistant Director of Intercollegiate Athletics (Administrator III)

12 month Full-time, Perm.	\$28,654.	Gen.	AFSCME
<u>10 or 12 mo.</u>	<u>Salary Level</u>	<u>Fund (Gen., Ed. Ext., Aux.)</u>	<u>Bargaining Unit</u>
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

The current and revised job descriptions are attached.

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STATE UNIVERSITY

4. Rationale for Altering or Establishing Position

The revised job description more accurately sets forth the existing duties and responsibilities of the incumbent. Such duties are more reflective of an Administrator III than an Administrator II ranking.

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

Please note that the proposed changes in the position description involve an annual salary adjustment of \$1,500. (This amount would constitute full settlement of grievance filed pursuant to Article 10 of the BOT/AFSCME Contract.)

Central Office Use

Consultation with Bargaining Unit
Completed _____

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

Comments:

Date Signature

WILLIAM T. SULLIVAN

NAME

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Intercollegiate Athletics/Equipment Manager

ADMINISTRATIVE RANK: Administrator III

POSITION SUMMARY:

This administrator assists the Director of Intercollegiate Athletics in the operation of the intercollegiate athletic program and in the supervision of athletic facilities. The primary responsibility of this position is to assist the Director in the day-to-day functioning of the equipment management process. The position involves an irregular work schedule dictated by the athletic schedule and includes evening and weekend hours. The position reports directly to the Director of Intercollegiate Athletics.

POSITION RESPONSIBILITIES:

1. Assists in the operation of all men's athletic events.
2. Requisitions and maintains an inventory of athletic equipment.
3. Supervises the issuance of all athletic equipment.
4. Coordinates the use and maintenance of University athletic vehicles.
5. Assists with team travel arrangements.
6. Oversees the use of all athletic locker rooms in the Moore Fieldhouse.
7. Oversees the operation of the laundry system for the athletic teams and the men's Physical Education Department.
8. Coordinates student security personnel with evening supervisors at men's athletic events.
9. Supervises and schedules student employees assigned to men's Physical Education and intercollegiate athletics.
10. Oversees the maintenance of the wrestling room, weight room and gymnastics area within the Moore Fieldhouse.
11. Assists the Director in preparing the annual equipment budget for intercollegiate athletics.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

William T. Sullivan

IMMEDIATE SUPERVISOR

Raymond W. DeFrancesco

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Intercollegiate Athletics

ADMINISTRATIVE RANK: Administrator II

POSITION SUMMARY:

To maintain all athletic equipment through purchase, repair, and proper securing in the field house. Also to supervise the maintenance of facilities and laundry services in the Field House.

POSITION RESPONSIBILITIES:

1. Assist in the ordering and standardizing of athletic equipment.
2. Assist in the organization and administration of all home athletic events
3. Supervise student workers responsible for the equipment, rooms, laundry facility, security and general maintenance.
4. Responsible for the issuing and inventory of all athletic equipment.
5. Supervise the use of lockerrooms and issuance of locks.
6. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

William T. Sullivan

IMMEDIATE SUPERVISOR

Raymond DeFrancesco

DEAN OF PERSONNEL ADMINISTRATOR

Rocco (Alfred)

Eugene Ryan