



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION

concerning

### RECLASSIFICATION OF POSITION

of

ASSISTANT DIRECTOR OF AUDIOVISUAL AND TELEVISION SERVICES/ADMINISTRATOR III

to

ASSOCIATE DIRECTOR OF AUDIOVISUAL AND TELEVISION SERVICES/ADMINISTRATOR IV

at

WESTERN CONNECTICUT STATE UNIVERSITY

June 21, 1985

RESOLVED, That the position, Assistant Director of Audiovisual and Television Services/Administrator III at Western Connecticut State University be reclassified to Associate Director of Audiovisual and Television Services/Administrator IV, effective July 1, 1985, in accordance with all provisions and expectations as set forth in the proposal dated May 17, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal  
President

UNCLASSIFIED POSITION ALTERATION SUMMARY

BR#85-118

Title: Associate Director of Audiovisual and Television Services/Admin. IV

Fund: General

Position Type: Permanent  Part-time

Effective Date: July 1, 1985

Cost: \$1,550.00

Campus: Western Connecticut State University

Proposal: To increase the duties and responsibilities of Ms. Marie O'Brien, Asst. Director of AVTV/Admin. III, and make her Associate Director of AVTV/Admin. IV with a salary increase of \$1,550.00 annually to a new salary of \$32,500.00 (see position description attached).

**Summary:**

The new duties and responsibilities associated with this reclassification includes production, educational services, inventory, and supervision of technical staff.

Date: 5/17/85

RECEIVED  
JUN 6 1985  
THE CONNECTICUT  
STATE UNIVERSITY

Assoc. Director of Audiovisual and Television Services/Administrator IV

SUPERVISOR: Director of AV/TV Services

SUPERVISION EXERCISED:

INCUMBENT NAME: Marie O'Brien

POSITION SUMMARY:

Works with general direction from and reports to the Director at the Audiovisual and Television Services and has varied responsibilities in the overall operation of the Audiovisual and Television Services.

POSITION RESPONSIBILITIES:

Manages, coordinates and plans for the distribution of all materials.

Coordinates and manages inventory procedures.

Supervise part-time evening media specialists, a staff of fourteen student workers and clerical support.

Prepares as directed the audiovisual and television budget, incorporating the university's departments and divisions needs.

Coordinate audiovisual and television expenditures with the university business office, state purchasing, vendors, and appropriate university departments.

Devise procedures and forms to facilitate the day to day operation of the Audiovisual and Television services.

Confer with faculty and department chairpersons regarding current and projected needs and utilization of materials and equipment.

Prepare reports to the Director on current and projected needs of the academic departments.

Offers guidance to faculty, when requested, in the selection of audiovisual and television related materials and equipment based on their course objectives.

Provides the director with background and support information in developing the Audiovisual and Television Services' policy statements.

Instructs faculty and students in the use and application of AV/TV Media.

When assigned, write grant proposals related to the audiovisual and television services.

Create, plan and produce the university television productions as assigned by the Director for faculty use and university administration.

Coordinates as required, the audiovisual and television needs of special projects often times required by the university.

Assoc. Director of Audiovisual and Television Services/Administrator IV

substitutes for the Director of the Audiovisual and Television Services in his absence.

Devotes a minimum of 17 1/2 to 20 hours per week actively involved in the administration of the activities and the procedures associated with the AV/TV Distribution Service Center located in the basement of White Hall.

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

#### EDUCATION AND EXPERIENCE

#### SPECIAL NOTATIONS:

Two to three years of administrative experience, college teaching, or a combination of both including administrative and technical background in one or more aspects of media. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.