



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION


concerning

ASSISTANT DIRECTOR OF FISCAL AFFAIRS/ADMINISTRATOR III  
at  
EASTERN CONNECTICUT STATE UNIVERSITY

December 6, 1985

RESOLVED, That the currently vacant position,  
Administrative Services Officer II, at  
Eastern Connecticut State University be re-  
classified to Assistant Director of Fiscal  
Affairs (for Acquisitions)/Administrator III.

A Certified True Copy:

  
Dallas K. Beal  
President



**THE CONNECTICUT STATE UNIVERSITY**

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

**POSITION ACTION REQUEST**

Submitted	_____
By: . CSU ( )	Date _____
CCSU ( )	SCSU ( )
ECSU (X)	WCSU ( )

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (XX)	OTHER ( )	DATE EFFECTIVE	12/6/85	PERM (X)	FT (X)
POSITION TITLE:	ASO II	0082	SU Adm. III -	(Asst. Dir. of Fiscal Affairs)	7918	TEMP ( )	PT ( )
	CURRENT	(Class Code)	PROPOSED	(Class Code)			
POSITION NUMBER:	1645	CURRENT SALARY	20,738*	PROPOSED SALARY	\$19,547	FUND	Gen.
		VACANT				BARG UNIT	Exempt Cl. Mgt. SUOAF
							from to

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That the currently vacant position, Administrative Services Officer II, at Eastern Connecticut State University, be reclassified to Assistant Director of Fiscal Affairs (for Acquisitions).

A Certified True Copy \_\_\_\_\_

Dallas K. Beal, President, CSU

Date \_\_\_\_\_

PERCommittee 11/27/85  
Date

BOARD OF TRUSTEES 12/6/85  
Date

**JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)**

This reclassification is requested to consolidate all commodities and service acquisitions into one position including service contracts, lease/purchasing transactions, public works projects, and all shipping and receiving functions.

The reclassification will broaden the responsibility of the position at a cost savings to the General Fund.

\*This position, currently vacant, is in the Classified Service under the Management Pay Plan which calls for a starting salary of \$20,738. By reclassifying the position as hereby requested, the result would be an immediate savings of \$1,191.00.

Savings of \$1,191.00  
Approx. Cost

*Michael Beal*  
Signed (University)

11/6/85  
Date

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Fiscal Affairs (Acquisitions)  
ADMINISTRATIVE RANK: 3

Under the supervision of the Director of Fiscal Affairs, the Assistant Director is responsible for all commodity and service acquisitions from initial purchase through receiving and payments including the following:

1. Oversees daily purchasing operations and determines workload priorities.
2. Directs the Small Business Set-Aside program for registered small and minority vendors.
3. Executes commodity and service acquisitions including service contracts, lease/purchase transactions, and public works projects.
4. Selects sources, solicits, and reviews competitive bids for university purchases.
5. Approves purchase orders, fiscal commitments, and payment documents.
6. Supervises the Shipping/Receiving, Mail Service, and University Stores facility including maintenance of stocking levels for materials in inventory.
7. Administers the competitive bidding and recordkeeping portions of public works (capital construction) projects.
8. Supervises the Accounts Payable function and miscellaneous non-payroll disbursements including travel, utilities, and reservations payments.
9. Recommends university purchasing policy and advises the administration on purchasing and related matters.
10. Performs other duties and responsibilities related to duties enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

3 to 4 years of administrative experience equipping the incumbent to assist in Fiscal Affairs Operations. Bachelors Degree required.

These qualifications may be waived for individuals with appropriate alternate experience.

\_\_\_\_\_  
Signature for SUOAF Date

*Michael Paul* 11/13/85  
\_\_\_\_\_  
Signature for ECSU Date

MEP/emb  
10/28/85