




THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS/
FACILITIES AND OPERATION/ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF INTERCOLLEGIATE ATHLETICS/
FACILITIES AND OPERATIONS/ADMINISTRATOR III

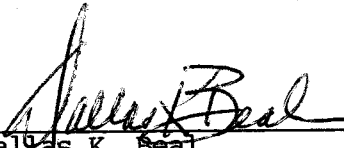
at

CENTRAL CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the position of Assistant to the Director of Intercollegiate Athletics/Facilities and Operation/Administrator II at Central Connecticut State University be reassigned and reclassified to Assistant Director of Intercollegiate Athletics/Facilities and Operations /Administrator III, effective July 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated February 14, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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



Submitted	2/14/86
Date	
By: CSU ()	
CCSU (X) SCSU ()	
ECSU () WCSU ()	

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	7/1/86	PERM (X) FT (X)	TEMP () PT ()
POSITION TITLE:	ADMINISTRATOR II Asst. to the Dir. of Intercollegiate Athletics (Class Code)	ADMINISTRATOR III Asst. Dir. of Intercollegiate Athletics (Class Code)	7917	7918	
POSITION NUMBER:	1593	CURRENT SALARY	\$21,708	PROPOSED SALARY	\$23,878*
		FUND	Aux.	BARG UNIT	AFSCME Ad. Fac. from to

*Subject to Collective Bargaining increase.

RESOLUTION

BR# 86-108

RESOLVED,

That the position of Assistant to the Director of Intercollegiate Athletics/Facilities and Operation/ Admin. II at Central Connecticut State University be reassigned and reclassified to Assistant Director of Intercollegiate Athletics/Facilities and Operations Administrator III, effective July 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated February 14, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

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

As the University's athletic program has progressed on its course into Division I status, the duties of this position have grown as described in the old and new job descriptions attached. Therefore, effective July 1, 1986, as full Division I status is assumed it is appropriate to adjust the title of the incumbent and increase his salary by ten percent in compensation for his expanded duties and responsibilities.

RECEIVED
 FEB 18 1986
 THE CONNECTICUT
 STATE UNIVERSITY

\$3040.00
Approx. Cost

[Signature]
Signed (University)

2/17/86
Date

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: ASSISTANT DIRECTOR OF ATHLETICS - FACILITIES AND
OPERATIONS

Rank: ADMINISTRATOR III

Department: INTERCOLLEGIATE ATHLETICS

Supervisor's Title: DIRECTOR OF ATHLETICS

POSITION SUMMARY: Oversees the operation of all athletic and physical education facilities; provision of support services for related programs; short and long term improvement plans; and operation of summer camps, clinics and other revenue-producing activities involving facility usage.

DUTIES:

Responsible for day to day physical education and athletic support services for all facilities and programs and for supervision of facility support staff.

Responsible for provision and coordination of support services at home games and special events and works with Athletic Director in the scheduling of athletic contests.

Responsible for provision and coordination of support services for intramurals and recreation and for coordination of revenue-producing summer programs.

Responsible for identification of and follow-up on facility maintenance needs, for supervision of renovation projects and for planning of improvements to and maintenance of outdoor facilities.

Responsible for preparation of billing for unreturned items and examining and checking all equipment and supplies as received.

Responsible for receipt, review and recommendation for action of all facility use requests.

Assists Associate Director in procurement of off-campus practice and game facilities.

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

QUALIFICATIONS:

Bachelor's degree and two to three years of experience in the administration of university programs demonstrating ability to relate effectively to students, staff, and general public required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

W. Stefan
010

POSITION DESCRIPTION

Position Title: Assistant to the Director of Intercollegiate Athletics/Facilities and Operation

Administrative Rank: Administrator II

Department: Intercollegiate Athletics

Supervisor's Title: Director of Intercollegiate Athletics

POSITION SUMMARY:

Responsible for the day-to-day operation of all athletic and physical education facilities for providing support services for related programs.

POSITION RESPONSIBILITIES:

Provides and coordinates appropriate support service at home games and special events.

Identifies and follows-up on facility maintenance needs and supervises renovation projects.

Responsible for day to physical education, intramural and athletic support services for indoor and outdoor facilities and programs.

Organizes and manages the equipment room and laundry operation, including supervision of full- and part-time employees.

Responsible for operation of the swimming pool.

Responsible for preparation of billing for non-return items and examining and checking all equipment and supplies as received.

Responsible for operation of physical fitness center, including supervision of staff.

Responsible for locker room and locker assignments for physical education, athletics, and visiting teams.

Assists the Associate Athletic Director in the Procurement of off-campus practice and game facilities.

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

Bachelor's degree and two to three years experience in the administration of programs demonstrating ability to relate effectively to students, staff, and general public required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.