



STATE OF CONNECTICUT
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AUTHORIZING RESOLUTION

concerning

Alteration of Title and Compensation
at
Central Connecticut State College

Associate Director, Library Services/Administrator III

November 2, 1979

RESOLVED, That the position Assistant Director of Library Services/
Administrator II be altered to Associate Director of
Library Services/Administrator III, at Central Connecticut
State College effective August 25, 1978, and that the
salary of the incumbent be increased to an annual rate of
\$24,899 effective that date in accordance with all pro-
visions and expectations as set forth in the proposal dated
October 4, 1979, which is attached as an addendum to this
Resolution.

A Certified True Copy:

James A. Frost
Executive Director

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Associate Director, Library Services
Administrative Rank: Administrator III
Department: Library
Supervisor(s) Position/Title Director of Library Services

POSITION SUMMARY:

Responsible for all library operations in the absence of the director. Day to day duties include personnel work, operation of college archive and special collections department.

POSITION RESPONSIBILITIES:

- Assumes responsibility for all library operations in the absence of the director.
- Interviews all professional candidates for staff positions, reviews credentials and makes recommendations to director.
- Assists director in inter- and intra-department personnel matters.
- Assists director in the evaluation of the professional staff.
- Directs the operations of the rare book and special collections department, including selection and processing of special materials.
- Assists director on the preparation of budgets, equipment and supply requests, student hours, and development of library procedures and policies.
- Assists director of the Polish Studies Program in the development, maintenance, and processing of the Polish Heritage Collection.
- Assumes responsibility for the development, maintenance, and protection of the college archive collection.
- Conducts studies of library operations and work on special research reports and projects on behalf of the director and the President.

POSITION RESPONSIBILITIES: (Cont'd.)

Provides advice, subject bibliographies and other assistance for Friends of Library and the College Foundation.

Schedules various exhibitions per year, arranges for insurance and publicity.

Works to secure donations of materials to the library. Evaluates donated material and provides donors with statements for income tax purposes.

Works with outside groups, such as the Capital Region Library Council, to achieve greater cooperation, such as direct access, union lists, and improved interlibrary loan service.

Coordinates the collection and purchasing of new and existing resources.

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

AGREED 7/17/79

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____

Date

(Signature)

Campus JA Committee

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

TO: Executive Officer for Faculty and Staff Affairs

FROM: Central Connecticut State College, Michael K. Becker, Dean of Personnel Administration

AKB

Concerning: New Position, X Existing Position (Vacant/Filled)

1. Proposal:

To reclassify the position of Assistant Director of Library Services, Administrator II to Associate Director Library Services, Administrator III and adjust salary accordingly.

2. Proposed Position:

Title/Rank Associate Director, Library Services/Admin. III

<u>12 mos.</u>	<u>\$24,899 *</u>	<u>Gen.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time	(\$954.00 bi-weekly)	Ed. Ext., Aux.)	

3. Summary of Function (attach required job description)

(See attached)

4. Rational for Altering or Establishing Position

Carrying out of Step 4 grievance settlement in which it was agreed incumbent's salary should be higher than any employee currently supervised (i.e. above \$25,903)

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

*Change to be retroactive to August 25, 1978, with collective bargaining settlement effective July 13, 1979, this brings incumbent's current salary to \$26,751 (\$1024.96 bi-weekly). (Back pay liability through December 28, 1979 paycheck is \$7,145.52.)

For Central Office Use:

Consultation with Bargaining Unit

Completed 10/4/79 MB
10/9/79 cmk

Approved:

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

Comments: