



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

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TEL. NEW BRITAIN: 203-279-2007 FAX NEW BRITAIN: 203-566-7833

AUTHORIZING RESOLUTION

concerning

Refine Job Description

at

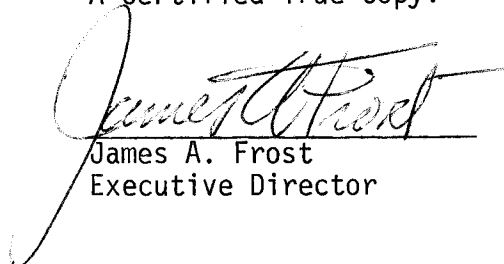
Eastern Connecticut State College

Director of Administrative Affairs, Administrator IV

November 7, 1980

RESOLVED, That the position Director of Administrative Affairs, Administrator IV, job description be refined at Eastern Connecticut State College effective November 14, 1980, in accordance with all provisions and expectations as set forth in the proposal dated October 28, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION SUMMARYTitle: Director of Administrative Affairs/Administrator IVFund: GeneralPosition Type: Permanent Part-time Effective Date: November 14, 1980Cost: \$2,718 increased annual rate plus \$1,945 retroactive payment.
Current salary \$27,183- new salary \$29,901Campus: Eastern CT State College

Proposal: To alter the duties, rank and salary of the Director of Administrative Affairs with retroactive payment of \$1,945 for additional duties performed prior to November 14, 1980.

Summary:
See attached.

Date: _____

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

TO: Executive Officer for Faculty and Staff Affairs

Charles R. Webb

FROM: Eastern Connecticut State College, Charles R. Webb
(President)

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

1. Proposal: To compensate the incumbent in this position effective November 14, 1980, for increased duties and responsibilities, increasing the Director's salary from \$27,183 to \$29,901.

2. Proposed Position:

Title/Rank Director of Administrative Affairs, Administrator IV

<u>12 mos. FT</u>	<u>\$29,901</u>	<u>General</u>	<u>AFSCME</u>	T <u>(P)</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining	Temp. or
Full-Part-Time		Ed. Ext., Aux.)	Unit	Permanent

3. Summary of Function (attach required job description)

See Attachment #1

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

See Attachment #2
See Attachment #3

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

RECEIVED
FEB 25 1980
BOARD OF TRUSTEES
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For Central Office Use

Consultation with Bargaining Unit
Completed

Approved:

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

Comments:

(Date)

(Signature)

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title Director of Administrative AffairsAdministrative Rank IVDepartment Administrative AffairsPOSITION SUMMARY

The Director reports directly to the Vice-President for Administrative Affairs.

He is directly responsible for the preparation of the budget, negotiation and administration of food service and bookstore contracts, personal service contracts and state vehicles.

He supervises fiscal operations under the direction of the Vice President and assists the Vice-President in all other areas of the division of Administrative Affairs.

In the absence of the Vice-President, he has complete responsibility for the division of Administrative Affairs.

POSITION RESPONSIBILITIESBudget

1. Compile and submit budget request for the General Fund.
2. Prepare and submit budget requests for the Educational Extension and Auxiliary Funds.
3. Prepare requests for Allotment of Appropriations (B-1) for General Fund, Extension, and Auxiliary Funds.
4. Submit an "Analysis of Appropriations Requirements" monthly (B-66).
5. Prepare internal budgets for departments, fiscal reports, and analyses.
6. Prepare budgets, fiscal reports, and miscellaneous information requested by B.O.T., O.P.M., and other state and federal control agencies.
7. Annually negotiate an indirect cost rate with D.H.E.W.
8. Analyze cost centers to recommend fee increases necessary.
9. Approximate budget--\$11,500,000.

Food Service and Bookstore

1. Write specifications, send out bids, negotiate, and award contracts.
2. Administer contracts for compliance, approve all renovations, purchase of equipment, hours of operation, approve prices, etc.

Motor Pool

1. Supervise use of state vehicles, submission of monthly reports, repairs, and requests for temporary and additional vehicles.

Contracts

1. Monitor all Personal Service Contracts, negotiate for approval by O.P.M. and Attorney General's Office, and oversee payments.

Other

1. Coordinate supervision of fiscal operations.
2. Assist the Vice-President in management and supervision of all personnel providing services of purchasing, contracting, physical plant, security, and data processing.
3. Assume responsibility for other administrative departments as assigned by the Vice-President.
4. In the absence of the Vice-President, assume complete responsibility for division of Administrative Affairs.
5. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

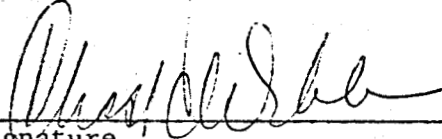
The responsibility for the administration of contracts, i.e., food service and bookstore; the administration of grants; motor pool is reassigned from the Director of Fiscal Affairs to the Director of Administrative Affairs. In addition, he assists the Vice-President for Administrative Affairs in the supervision of all administrative affairs and data services. These responsibilities are in addition to those previously performed by the Director as identified in the description attached. These increased duties are appropriately reflected in the salary increase of approximately ten percent.

JOB DESCRIPTIONDIRECTOR OF ADMINISTRATIVE AFFAIRS

The Director of Administrative Affairs reports to the Vice-President for Administrative Affairs or, if that office is vacant, to the President or his designee.

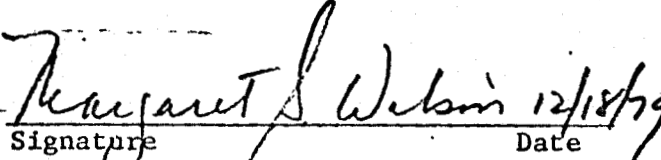
The Director is responsible for the preparation of the budget and all related fiscal and administrative reports, on a timely basis. In addition, the Director:

- (1) Recommends policies and procedures to keep pace with changing developments in the field.
- (2) Assumes a major role in the selection, development, supervision, and evaluation of personnel under his/her supervision.
- (3) Monitors the internal expenditures of all funds to insure implementation of the budget.
- (4) Serves as administrative contact for fiscal information to internal departments relative to planning in fiscal affairs.
- (5) Serves as external liaison to other State agencies in fiscal and other administrative matters.
- (6) Provides financial evaluations of Auxiliary Services and Extension funds.
- (7) Assists with the preparation of budget and fiscal implementation of grant programs.
- (8) Performs analytical studies and financial planning.
- (9) Attends workshops and meetings on and off campus as needed.
- (10) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

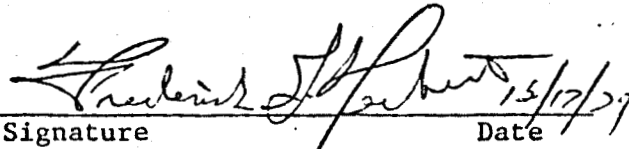
 12/18/79

 Signature Date
 for the College

 Signature Date
 for AFSCME

 12/18/79

 Signature Date
 of Supervisor

 12/17/79

 Signature Date
 of Incumbent