



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

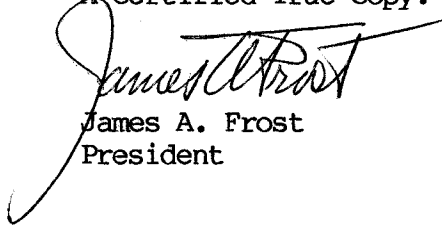
## CONVERSION OF POSITION

DIRECTOR OF PUBLIC AFFAIRS/ADMINISTRATOR VI  
to  
DIRECTOR OF PUBLIC AFFAIRS/ADMINISTRATOR VII  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

September 7, 1984

RESOLVED, That the position, Director of Public Affairs/  
Administrator VI, at Southern Connecticut State  
University be converted to Director of Public  
Affairs/Administrator VII, effective June 20,  
1984, in accordance with all provisions and  
expectations as set forth in the proposal dated  
August 20, 1984, which is attached as an addendum  
to this Resolution.

A Certified True Copy:

  
James A. Frost  
President

SOUTHERN CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Director of Public Affairs, Adm. VII

FUND: General

POSITION TYPE: Permanent X Temporary \_\_\_\_\_  
Full-time X Part-time \_\_\_\_\_

EFFECTIVE DATE: 6/20/84 Bargaining Unit Admin. Faculty

COST: With upgrading, 1984-85 salary (and all future annual rates) to be computed as Administrator VII rather than as an Administrator VI.

PROPOSAL: That the Director of Public Affairs, Administrator VI, position be converted to a Director of Public Affairs, Administrator VII, position and the new position description be accepted. The existing and revised job descriptions are attached.

JUSTIFICATION: This position originally was to be ranked at the Administrator VII level when all other administrative positions below the rank of dean were evaluated in 1979. This ranking was based on the latitude of responsibility and on the fact that positions to be ranked at the Administrator V level reported to it. However, since this position was designated as "confidential" at that time, no action was taken on the administrative reranking. Now that this position is part of the AFSCME bargaining unit, the ranking was reviewed and determined that it belongs at the Administrator VII rank as proposed in 1979.

Date: 8/20/84

Prepared By Roger J. Bergh

Approved By \_\_\_\_\_

RECEIVED

AUG 21 1984

THE CONNECTICUT STATE UNIVERSITY

Southern Connecticut State University  
Director of Public Affairs/ Office of Public Affairs/Administrator VII  
(Code )

SUPERVISOR: President

SUPERVISION EXERCISED:

INCUMBENT NAME: John Mattia

POSITION SUMMARY:

The Director of Public Affairs administers public information and publications program designed to promote a positive image of the University to its various internal and external publics.

POSITION RESPONSIBILITIES:

Administers and supervises the Office of Public Affairs which includes the following functions: public information, sports information, publications, word processing and typesetting composition, graphic services, photo services, and alumni relations.

Serves as executive editor of all public information materials, including news and sports information releases and publications.

Edits major University publications, including the Undergraduate and Graduate catalogs, and semester registration bulletins.

Coordinates publication inputs for all official University publications. These inputs include design concept, copy-preparation, graphic presentation, specification writing, purchasing procedures, and University-printer relations.

Serves as supervisor for the directors who administer the Office of Alumni Affairs and the Office of Graphic Services.

Prepares or edits advertisements for position vacancies.

Works closely with the Director of Alumni Affairs in establishing fund-raising campaigns, and serves as executive director of all Alumni publications.

Provides support in the planning and presentation of major University events (including commencements, convocations, and dedications) at the direction of the President.

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:

SPECIAL NOTATIONS:

ADMINISTRATIVE FACULTY:

Richard V. Farnum

IMMEDIATE SUPERVISOR:

Michael J. Adanti by P.A.V.

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Burch