



Enc.

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

DIRECTOR OF COMPUTER and INFORMATION SYSTEMS/ADMINISTRATOR VI


at

Eastern Connecticut State University

March 7, 1986

RESOLVED, That the job description for the position,
Director of Computer and Information Systems/
Administrator VI, be changed to reflect the
addition of Telecommunications responsibilities.

A Certified True Copy:



Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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Submitted BR#86-43
Date
By: CSU ()
CCSU () SCSU ()
ECSU (X) WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 2/7/86 PERM (X) FT (X)
TEMP () PT ()

POSITION TITLE: Director of Computer and Information Systems Same
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 1291 CURRENT SALARY \$1,643.33 PROPOSED SALARY Same FUND Gen BARG UNIT SUOAF Same from to

RESOLUTION

BR# _____

RESOLVED, That the job description for the position, Director of Computer and Information Systems be changed to reflect the addition of Telecommunications responsibilities.

RECEIVED
JAN 21 1986
THE CONNECTICUT
STATE UNIVERSITY

A Certified True Copy Dallas K. Beal, President, CSU Date _____

PERCommittee 1/29/86 Date _____ BOARD OF TRUSTEES 2/7/86 Date _____

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

Because of the need for integration of data and voice communication, technical responsibilities for planning, implementing, and maintenance of the campus telecommunications network are being added to the list of duties for the position. There is no change in salary or rank.

Michael R. Signed (University) Date 1/13/86

POSITION DESCRIPTION

POSITION TITLE DIRECTOR OF COMPUTER AND INFORMATION SYSTEMS

ADMINISTRATIVE RANK 6

Under the general supervision of the Vice-President for Administrative Affairs the Director of Computer and Information Systems is responsible for the operation and administration of hardware and systems support for all phases of information systems and computer applications.

The Director

1. Supervises the operation of the Data Center and all associated staff for both administrative and academic computer systems.
2. Oversees the design, planning and provision of systems analysis and programming services and implements new and revised information systems for all administrative offices.
3. Develops plans for new computer hardware, procures necessary hardware, makes selection and oversees installation of equipment for both academic and administrative computing.
4. Supervises system software and operating system generation for both academic and administrative computer systems.
5. Directs and supervises professional programming staff in the design and implementation of new systems and in the maintenance of current systems for all University information systems.
6. Coordinates and supervises all communications and work with outside agencies associated with data processing and computer services.
7. Coordinates vendor efforts to ensure effective performance of administrative and academic computer equipment.
8. Works with appropriate staff in the technical planning, implementation and maintenance of a telecommunications network that supports and enhances University computer operations.
9. Conducts training sessions and workshops for staff and faculty with respect to the role, use, and trends of computer technology in an educational institution.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's degree and six years of experience in information systems including formulation and implementation of relevant policy and staff supervision required.

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

Michael Penn 12/24/85
 Signature for the Univ. Date
 MEP/emb
 12/12/85

 Signature for AFSCME/SUOAF Date