



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning


ESTABLISHMENT OF THREE (3) POSITIONS
of
ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III
In The
CONNECTICUT STATE UNIVERSITY EXECUTIVE OFFICE

APRIL 3, 1987

WHEREAS, There is a need for persons of high technical skill to support the computer-based Management Information Systems for Connecticut State University, therefore be it

RESOLVED, That three (3) positions of Assistant Director of Information Systems/Administrator III, be established in Connecticut State University's Executive Office, effective April 3, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

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

POSITION ACTION REQUEST

| | |
|---------------|---------------|
| Submitted | <u>3/6/87</u> |
| Date | |
| By: . CSU (X) | |
| CCSU () | SCSU () |
| ECSU () | WCSU () |

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 4/3/87 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: 3 Positions Assistant Director of Information Systems/ Administrator III

CURRENT (Class Code) PROPOSED (Class Code)

| POSITION NUMBER: | CURRENT SALARY | PROPOSED SALARY | FUND | Gen. Fund* | BARG UNIT | from | to |
|------------------|----------------|-----------------|------|------------|-----------|------|----|
| | | | | | | | |

RESOLUTION

BR# _____

WHEREAS, There is a need for persons of high technical skill to support the computer-based Management Information Systems for Connecticut State University, therefore be it

RESOLVED, That these positions of Assistant Director of Information Systems/ Administrator III be established in Connecticut State University's Executive Office, effective April 3, 1987.

*Positions will be funded as follows:

- 50% Southern - 0000
- 25% Eastern - 0000
- 25% Western - 0000

A Certified True Copy

Dallas K. Beal
 Dallas K. Beal, President, CSU

3/23/87
 Date

ERCommittee 3/25/87
 Date

BOARD OF TRUSTEES 4/3/87
 Date

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

Approx. Cost

Signed (University)

Date

CONNECTICUT STATE UNIVERSITY

EXECUTIVE OFFICE

POSITION DESCRIPTION

Position Title: Assistant Director of Information Systems

Administrative Rank: Administrator III

Department: Information Systems

Supervisor's Title: Director of Information Systems

POSITION SUMMARY:

Design, programming, testing implementation and overall development of new systems as required by the University under the direction of the Director. Supervises and maintains administrative areas data files and computer programs associated with the generation of reports for those areas and acts as a project leader in the development phase where required.

POSITION RESPONSIBILITIES:

Analyzes systems and designs computer programs; documents and implements new and future systems in any required language.

Supervises and maintains operations and programs for existing systems in various administrative areas.

Assists in systems programming work as designed by Director.

Coordination and maintenance of four campus submissions of Course, Student and facilities files, and any other reporting system.

Development and maintenance of programs to produce standard reports from these files.

Development of programs for special studies from large and small data sets and surveys.(eg. GSS, Concept etc)

Produces special reports requested by administrative officers.

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 in Computer Science, Mathematics or a related area, and two to three years of professional experience in information systems applications demonstrating knowledge of programming in Basic, Cobol and SAS on DEC VAX/VMS Systems, statistical and supervisory skills required. Master's degree preferred. These qualifications may be waived for individuals with appropriate experience.