



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

REVISION OF POSITION TITLE & JOB DESCRIPTION

ASSOCIATE DEAN OF ADMINISTRATIVE AFFAIRS/ADMINISTRATOR VII
to
ASSOCIATE DEAN OF ADMINISTRATIVE AFFAIRS-FACILITIES/ADMINISTRATOR VII

at

CENTRAL CONNECTICUT STATE UNIVERSITY

NOVEMBER 6, 1987

RESOLVED, That the title and job description for for the position, Associate Dean of Administrative Affairs/Administrator VII, at Central Connecticut State University, be revised to Associate Dean of Administrative Affairs-Facilities/Administrator VII, effective November 6, 1987, in accordance with all provisions and expectations as set forth in the addendum 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

Submitted 10/1/87
Date
By: CSU ()
CCSU (X) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (X) EFFECTIVE DATE PERM (X) FT (X) TEMP () PT ()
POSITION TITLE: Associate Dean of Administrative Affairs/Adm. VII Associate Dean of Administrative Affairs-Facilities/Adm. VII
CURRENT (Class Code) PROPOSED (Class Code)
POSITION NUMBER: 1493 CURRENT Filled on an acting basis PROPOSED SALARY \$50,000. FUND General BARG UNIT Adm. Fac. N/C from to

RESOLUTION

BR#

RESOLVED,

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee

Date

BOARD OF TRUSTEES

Date

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

This revised title and job description more accurately describe the position. Please see old and new job descriptions attached. There is no change in rank or anticipated salary when the position is filled permanently.

[Handwritten signature]

10-01-87

11/11

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Associate Dean of Administrative Affairs - Facilities

Rank: Administrator VII

Department: Administrative Affairs

Supervisor's Title: Vice President for Administrative Affairs

POSITION SUMMARY

Chief physical facilities administrator.

POSITION RESPONSIBILITIES

Supervises maintenance department and establishes maintenance policy for all campus facilities.

Supervises requests for and design and execution of capital projects.

Oversees property control and receiving and supply functions.

Oversees facilities use and special events

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 and six years experience in facility management, including budgeting, resource allocation, contract management, plan preparation and staff supervision required. Master's degree plus a degree in civil engineering preferred.

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Central Connecticut State University
Associate Dean Administrative Affairs/ East Hall/Administrator VII
(Code)

SUPERVISOR: Vice President for Administrative Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Supervises Maintenance Department, Capital Projects and Debt Collection. Assists in design for projects and campus planning. Represents university in transactions with other State agencies in matters of constructions.

POSITION RESPONSIBILITIES:

Supervise the daily maintenance effort requiring inspection of campus and all phases of repair work required and in progress. Also responsible for the establishment of policies to provide an on-going program of maintenance for all buildings and all campus systems.

Supervise the collection of debts owed the university by students. Initiate correspondence and maintain records of all due debts and coordinate collections with Cashier's Department.

Initiate and help design capital projects for Central Connecticut State University campus. Work closely with architects, engineers and public Works Department in matters pertaining to construction and act as agency representative during all phases of the project construction.

Prepare requests for improvements to buildings and grounds and assist the Vice-President for Administrative Affairs in various areas. Helps in preparation of various documents, correspondence and other records.

Supervise the operation of the Supply section including inventory control receiving and warehousing for the university and issuing of tools and equipment for the Maintenance Department.

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

Master's degree and six years of experience in administrative affairs including budgeting, resource allocation, contract management and staff supervision required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Associate Dean of Administrative Affairs-Facilities / Administrator VII
Campus CCSU Date 9-25-87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 9-25-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Elmer M. Dirsch

DATE OF SUOAF CAMPUS REVIEW 10/16/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE [Signature] Date 9/25/87

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary per position description disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 10/22/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
 approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____