

# STATE OF CONNECTICUT

## BOARD OF TRUSTEES

FOR THE STATE COLLEGES

### AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position at Eastern Connecticut State College

Director of Administrative Affairs, Administrator III

March 10, 1978

RESOLVED, That the position, Director of Administrative Affairs,

Administrator III, be established at Eastern Connecticut

State College effective March 10, 1978, in accordance

with all provisions and expectations as set forth in the

accompanying proposal dated February 22, 1978.

A Certified True Copy:

James A. Frost Executive Director

(3)

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE TO: Executive Officer for Faculty and Staff Affairs Eastern Connecticut State College, Dr. Charles R. Webb BOARD OF TRUSTERS

Concerning: XX New Position, Existing Position (Vacant/Filded)S

Existing Position (Vacant/Filded)S FROM: Eastern Connecticut State College, Dr. Charles R. Webb 1. Proposal: To establish the position; Director of Administrative Affairs to assist in the budget and fiscal areas. 2. Proposed Position: Title/Rank \_\_\_\_ Director of Administrative Affairs - Administrator III AFSCME Fund (Gen., Jargaining 10 or (12 mo) Full-Part-Time Ed. Ext., Aux.) Unit Permanent Summary of Function (attach required job description) Please see attached description Rationale for Altering or Establishing Position (Use additional sheets of To provide additional professional support to budget development and related administrative functions. 5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary) Administrator III level position : Lacl Rema 2/17/78 For Central Office Use Approved: oved:
1. For Submission to PERC 2/27/18em? Consultation with dargaining Unit 2/72/78 Completed 2. By Committee/Joard Comments:

#### REVISED

# JOB DESCRIPTION .

# Director of Administrative Affairs

The Director of Administrative Affairs reports directly to the President. He coordinates development and preparation of the budget with the Director of Fiscal Affairs.

The Director is responsible for compiling financial data and insuring the timely completion of the budget and various fiscal and administrative reports; coordinating and assisting in the preparation of managerial plans for the various administrative units of the college; providing information to Departments and external liaison with State agencies; providing financial evaluations of Auxiliary Services and Extension; assisting in the preparation of budget for grant proposals; performing analytical studies and long-range financial planning for the college; and other duties as assigned.

DEM: dcb 2-10-78

cc: M.Pernal C.R.Webb

