



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Alteration of Duties
for
Director of Management Information Systems and Computer Services/
Administrator III

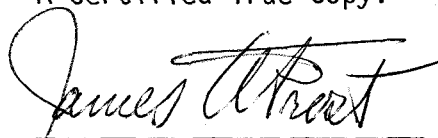
at

Western Connecticut State College

December 5, 1980

RESOLVED, That the duties for the position Director of Management Information Systems and Computer Services/Administrator III at Western Connecticut State College be altered effective December 5, 1980, in accordance with all provisions and expectations as set forth in the proposal dated November 21, 1980, which is attached as an addendum to this resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION SUMMARYTitle: Director of Management Information Systems and Computer Services/Administrator IIIFund: GeneralPosition Type: Permanent X Part-time _____Effective Date: December 5, 1980Cost: \$2,062 annual (approx. 7%)Campus: Western CT State College

Proposal: To alter the duties of the current position of the same title and rank, and to adjust the salary.

Summary: See attachment.

Date: November 21, 1980

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, Elizabeth McCoy
President

Concerning: _____ New Position, XX Existing Position (~~Vacant~~/Filled)

1. Proposal: To change the title of the position of Director of Data Processing to Director of Management Information Systems and Computer Services in accordance with the increased responsibilities of this position, and to appropriately reflect these increased duties with a seven percent (approx.) increase in salary effective December 6, 1980
2. Proposed Position:

Title/Rank Director of Management Information Systems and Computer Services
Administrator III

<u>12 Mo. FT</u>	<u>\$31,400.</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full- Time -Time	(current 29,338.)	Ed. Ext., Aux.)	
Time - Perm.			

3. Summary of Function (attach required job description)

See attached.

4. Rationale for Altering or Establishing Position

The alteration in this position is proposed to provide more effective delivery of computer services to the entire campus community from both on site and centralized computing systems.

5. Conditions of Employment if Changed or Different from Norm.

For Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

PROPOSED DRAFT

WESTERN CONNECTIUCT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Director of Management Information Systems & Data Processing

Administrative Rank: Administrator III

Department: Computer Center

POSITION SUMMARY

The Director of Management Information Systems and Data Processing, reporting to the Vice President of Administrative Affairs, is responsible for all aspects of the management and operation of the Computer Center. He plans and develops all systems for the College. He is responsible for the design and development of MIS for the College, and for the evaluation of all hardware and software for both administrative and academic computing. He provides a liaison with users of computing services and develops improved techniques and methods for assisting all college departments.

He serves as a general advisor to management on all questions of computing and systems.

POSITION RESPONSIBILITIES

Will supervise changeover from current on site computer resources to an integrated centralized and on site computing systems.

Responsible for the design, development and implementation of all management information systems.

Review information needs of prospective users including assessment of feasibility, costs, and benefits of new system development.

Recommends action to be taken on request for new systems development and priorities assigned from administration and/or academic departments.

Responsible for all aspects of implementation including systems and specifications, programming training of personnel, documentation installation, and testing.

Develops and recommends operating budgets and long-term plans for the Computer Center including hardware, software, personnel requirements and administrative expenses.

Maintains operations, liaison with respective academic, instructional/faculty and administrative personnel.

POSITION RESPONSIBILITIES (continued)

Assures maximum utilization of hardware and recommends the addition or upgrade of equipment when necessary.

Directs the professional development of Computer Center Staff.

Responsible for providing educational seminars for administrative staff, academic staff, and students who are system users.

Directly supervises the staff of Computer Center.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Prepared by: _____

Date: _____