



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

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RESOLUTION

concerning

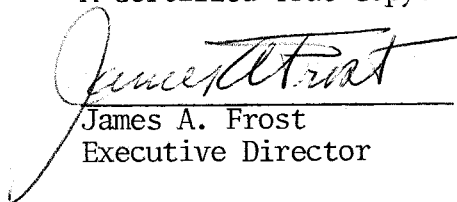
Adjustment in Duties  
for

Associate Dean Administrative Affairs/Administrator VII  
at  
Central Connecticut State College

June 11, 1982

RESOLVED, That the duties for the position, Associate Dean Administrative Affairs/Administrator VII, at Central Connecticut State College be adjusted effective June 11, 1982, in accordance with all provisions and expectations as set forth in the proposal dated May 27, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Associate Dean Administrative Affairs/Adm. VIIFund: General FundPosition Type: Permanent  Part-time Effective Date: June 11, 1982Cost: NoneCampus: Central CT State College

Proposal: To remove the duties of supervision of cashiering function.

## Summary:

The enclosed job description is the one under which Dr. John Zulick will operate as Associate Dean. It is identical to that of Al Caputo except for the removal of responsibility for cashiering. We have made this change because of the increased demands in the areas of Maintenance Department supervision, inventory control, and collections.

The duty of supervising cashiering will remain temporarily assigned to Mr. Wallach until we make a permanent determination of what to do with it. He is being compensated for this in accordance with the AFSCME contract.

Date: May 27, 1982

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Associate Dean Administrative Affairs  
Administrative Rank: Administrator VII  
Department: Administrative Affairs  
Supervisor(s) Position/Title Vice President for Administrative Affairs

POSITION SUMMARY:

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

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 College 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 College 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 College and issuing of tools and equipment for the Maintenance Department.

