



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

DIRECTOR OF INSTITUTIONAL SERVICES/ADMINISTRATOR VI
(Cancellation of position
Associate Dean of Administrative Affairs)

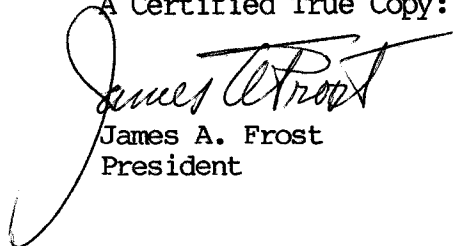
at

WESTERN CONNECTICUT STATE UNIVERSITY

September 7, 1984

RESOLVED, That the position, Director of Institutional Services/Administrator VI, be established at Western Connecticut State University, and the position Associate Dean of Administrative Affairs be cancelled, effective August 27, 1984, in accordance with all provisions and expectations as set forth in the proposal dated July 27, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Director of Institutional Services - Admin. VI

Fund: General

Position Type: Permanent X Part-time _____

Effective Date: 8/27/84

Cost: no cost

Campus: Western Connecticut State University

Proposal: To revise the responsibilities and duties of the Associate Dean of Administrative Affairs position (cancel) and establish the new position of Director of Institutional Services.

Summary:

The job description for the position of Director of Institutional Services will include total responsibility for the operations of the Maintenance Department. This individual will directly supervise the Superintendent of Plant Maintenance and provide general supervision for all maintenance personnel, as well as supervising inventory and receiving, purchasing, print shop, mail services and all contract services.

Date: July 27, 1984

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THE CONNECTICUT
STATE UNIVERSITY

Position Title: Director of Institutional Services

Administrative Rank: Administrator VI

Position Summary

The Director reports to the Vice President for Administrative Affairs. The Director is responsible for: the supervision of the Maintenance Department, supervision of Planning/Engineering; supervision of the Purchasing Department, including inventory and receiving; supervision of the Print Shop; supervision of Mail Services; and is responsible for all contract services such as Food Service, Bookstore, etc.

Position Responsibilities

1. The Director will have responsibility for the operations of the Maintenance Department. The individual will directly supervise the Superintendent of Plant Maintenance and provide general supervision for all maintenance personnel, and assist the Superintendent in the planning and operation of the Maintenance Department.
2. The Director will be responsible for the supervision of the Director of Planning and Engineering. The individual will assign projects to the Planning/Engineering Director and will receive reports, evaluations, and equipment specifications to evaluate for processing and approvals.
3. The Director will be responsible for all Purchasing to be done by the University.
4. The Director will supervise and be responsible for the inventory of the University.
5. The Director will supervise the personnel responsible for the Shipping and Receiving Department.
6. The Director will be responsible for the supervision of personnel responsible for mail services and mail delivery at the University.
7. The Director will be responsible for and supervise the Print Shop.
8. The Director will be responsible for the Division of Administrative Affairs in the absence of the Vice President for Administrative Affairs.
9. The Director will be responsible for supervision of all travel. The Director will also supervise the use of state vehicles.

10. The Director will write all Personal Service Contracts, including Educational Agreements, will negotiate for approval, and oversee payments.
11. The Director will assume responsibility for other administrative departments as assigned by the Vice President.
12. The Director will perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Minimum Requirements

Four years of experience in administrative affairs including physical plant management, formulation and implementation of policy, and staff supervision. A Master's Degree preferred.

These qualifications may be waived for individuals with appropriate alternate experience.