



THE CONNECTICUT STATE UNIVERSITY

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

Office of the President

RESOLUTION

concerning

CONVERSION OF POSITION

MATERIALS STORAGE MANAGER I
(Classified Auxiliary-Funded)

to

ASSISTANT TO THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS/
FACILITIES AND OPERATION/ADMINISTRATOR II
(Unclassified Auxiliary Funded)

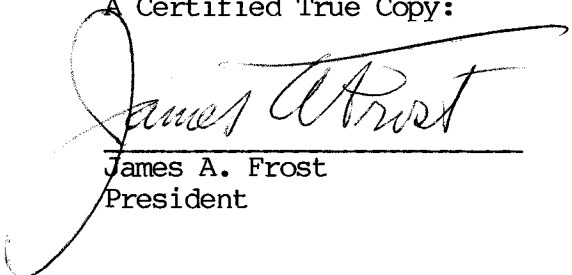
at

CENTRAL CONNECTICUT STATE UNIVERSITY

November 2, 1984

RESOLVED, That the classified Auxiliary-funded position, Materials Storage Manager I, be converted to the unclassified Auxiliary-funded position, Assistant to the Director of Intercollegiate Athletics/Facilities and Operation/Administrator II at Central Connecticut State University effective December 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated October 9, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

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THE CONNECTICUT STATE UNIVERSITY

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant to the Director of Intercollegiate Athletics/
Facilities and Operation, Administrator II

FUND: Auxiliary

POSITION TYPE: Permanent X Temporary X
Full-time X Part-time X

EFFECTIVE DATE: December 1, 1984 or Bargaining Unit Admin Faculty
retirement of incumbent

COST: \$ -0-

PROPOSAL:

To change the classified position of Materials Storage Manager I in the equipment room of the gym to that of Assistant to the Director of Intercollegiate Athletics / Facilities and Operation (see attached job description). This action to be effective upon the retirement or transfer of the incumbent, which is expected to happen on or about December 1, 1984.

JUSTIFICATION:

As it is currently classified the position is underutilized in relation to the needs of the athletic and intramural programs. The needs of these programs is for a full-time facility manager to oversee the gym and other athletic facilities. The incumbent earned \$19,813 in FY 84. The target hiring salary for filling this position is \$18,000.

Date: 10-9-84

Prepared by: Michael K. Keefe

Approved by: Edson James

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POSITION DESCRIPTION

Position Title: Assistant to the Director of Intercollegiate Athletics/Facilities and Operation

Administrative Rank: Administrator II

Department: Intercollegiate Athletics

Supervisor's Title: Director of Intercollegiate Athletics

POSITION SUMMARY:

Responsible for the day-to-day operation of all athletic and physical education facilities for providing support services for related programs.

POSITION RESPONSIBILITIES:

Provides and coordinates appropriate support service at home games and special events.

Identifies and follows-up on facility maintenance needs and supervises renovation projects.

Responsible for day to physical education, intramural and athletic support services for indoor and outdoor facilities and programs.

Organizes and manages the equipment room and laundry operation, including supervision of full- and part-time employees.

Responsible for operation of the swimming pool.

Responsible for preparation of billing for non-return items and examining and checking all equipment and supplies as received.

Responsible for operation of physical fitness center, including supervision of staff.

Responsible for locker room and locker assignments for physical education, athletics, and visiting teams.

Assists the Associate Athletic Director in the Procurement of off-campus practice and game facilities.

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