THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

ALTERATION IN DUTIES AND RESPONSIBILITIES
for
ASSISTANT DIRECTOR OF THE COMPUTER CENTER/ADMINISTRATOR III
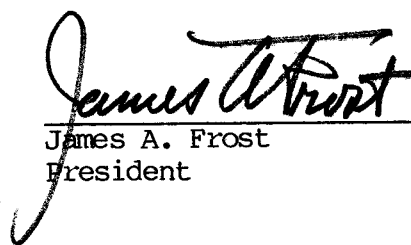(General Fund Position)
(JOHN YOUNG)
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

March 1, 1985

RESOLVED,   That the duties and responsibilities for the position, Assistant
Director of the Computer Center/Administrator III, at Southern
Connecticut State University be altered effective January 1, 1985,
in accordance with all provisions and expectations as set forth in
the proposal dated February 7, 1985, which is attached as an
Addendum to this Resolution.

A Certified True Copy:

James A. Frost
President

Central Connecticut State University • New Britain   Southern Connecticut State University • New Haven
Eastern Connecticut State University • Willimantic   Western Connecticut State University • Danbury

An Equal Opportunity Employer

SOUTHERN CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: ___Assistant Director of the Computer Center_____

FUND: ___General_____

POSITION TYPE: Permanent __X_____   Temporary _____

Full-time __X_____   Part-time _____

EFFECTIVE DATE: ___January 1, 1985_____ Bargaining Unit ____AFSCME_____

COST: ___$1,500.00___

PROPOSAL:

That the duties and responsibilities of the Assistant Director
of the Computer Center/Administrator III position be altered and
the revised job description be accepted.

JUSTIFICATION:

Recent changes in computing hardware, software and processing
systems have created new duties which must be performed, including
direct supervision of the administrative programming staff,
coordination of the development of new software, and preformance
of the functions of a systems manager for the new VAX computer.
Altering this position will update and accurately reflect the
skills and responsibilities required of this position . This
recommendation is offered as full settlement of a longstanding
grievance.

Date: ___February 7, 1985_____   Prepared By _____Roger J Bergh_____

Approved By _____

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of the Computer Center/Administrator III

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME: John Young

POSITION SUMMARY:

Assists director of computer center in installation, maintenance, and operation of administrative information systems, including systems and applications software. Acts in his/her behalf on matters related to the position responsibilities.

POSITION RESPONSIBILITIES:

Exercises direct supervision over members of administrative programming/ analysis staff.

Coordinates development of new administrative applications software, including analysis, feasibility, methods and procedures, software design, and resource utilization.

Performs functions of systems manager on administrative computer, including installation and maintenance of system software, such as operating system software, compilers, etc. Establishes accounts for administrative users. Monitors system performance. Develops backup/recovery procedures and assists operations staff in implementing these procedures.   May recommend hardware/software upgrades.

Writes, maintains, and documents programs as required.

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

EDUCATION AND EXPERIENCE:

Two to three years experience in information systems at analysis/programming level, including knowledge of hardware/software requirements, and supervisory skills. Associate's degree in Computer Science or Data Processing is required. A bachelor's degree in computer related field is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY _____

IMMEDIATE SUPERVISOR _____

DEAN OF PERSONNEL ADMINISTRATION _____

Southern Connecticut State University
Assistant Director Computer Center /Administrator III
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME: John Young

POSITION SUMMARY:

Analysis of ongoing and contemplated Data Processing Systems for enhancement, accuracy, cost-effectiveness, efficiency, methods and resource usage and allocation. Performs computer programming in a variety of languages as required, and trains subordinates in the use of these languages.

POSITION RESPONSIBILITIES:

Assure coordination of all system additions/deletions/changes with all affected personnel and with other systems.

Directly supervise: Computer Programmer I (1)

                     Computer Programmer II (1)

                     1-4 Trainees

Indirectly supervise Computer Operations personnel, quality control personnel as indicated by program requirement.

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

EDUCATION AND EXPERIENCE

Two to three years of professional experience in information systems applications demonstrating knowledge of programming, appropriate equipment, and supervisory skills. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: