



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#90-151

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

SENIOR CLERK

to

ASSISTANT DIRECTOR, INFORMATION SYSTEMS/ADMINISTRATOR III

at

WESTERN CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED,

That the position of Senior Clerk reclassified to Assistant Director, Information Systems/Administrator III, effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated May 16, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

Assistant Director, Information Systems/Administrator III
(Computer Programmer)

Supervisor: Director, Information Systems/Computer Center

Position summary:

The Assistant Director, Information Systems reports to the Director of Information Systems. The incumbent is responsible for the Administrative computer technical support, developing and maintaining computer software for the operation of all computer systems using various computer languages.

Position Responsibilities:

Report to the Director of the Information Systems.

Technical support to computer users.

Provide training to administration, faculty, staff and other computer users as required.

Create and develop on-time computer application programs on the VAX systems and Micro computers.

Maintain all mini/micro computer software packages and programs.

Maintain all computer software and programs, perform system conversions as required.

Develop and implement all system programs using various programming languages.

Document all work.

Assist in training of junior programmers, computer operator and staff.

When directed, perform duties of other computer center positions to provide uninterrupted service to the university.

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

Education and Experience:

Two to three years of professional experience in Information Systems applications, demonstrating strong programming skills in VAX BASIC, COBOL, C languages. Bachelor's degree in Computer Science, Information Systems or related field is required. These qualifications may be waived for individuals with appropriate alternate experience.

