

- submitting to the Head of Post recommendations for the preparation of material by Departments in Ottawa on subjects of local interest which require the exposition of Canadian Government policy, and new subjects and formats for audio-visual and printed material.

(3) Develops and manages the support services of the information program including the reference and film libraries, the information distribution and the clipping services of the Post  
by:

25%

- overseeing the local distribution of information material such as booklets, pamphlets, photographs, and educational kits, produced by headquarters in Ottawa, and the maintenance of stocks of printed material,
- reviewing the maintenance of and by recommending to the Head of Post acquisitions for a reference library capable of serving the information requirements of the media and the public,
- ensuring the maintenance of an up-to-date film library and an efficient distribution system,
- supervising the response to routine information enquiries written and oral, by the support staff,
- overseeing the newspaper clippings service to ensure adequate information coverage,
- recommending any action to the Head of Post for the improvement in the support service of the information program.

(4) Supervises and coordinates the work of a small clerical staff  
by:

20%

- selecting subordinates and assigning work to meet priorities,
- instructing employees concerning applicable procedures and directives,
- establishing quality and quantity standards,
- reviewing work for accuracy and correcting problem areas, and
- assessing and discussing with subordinates their performance, identifying their strengths and weaknesses, and recommending courses of action to improve the performance of subordinates.