

POSITION GUIDEHEAD, O&M DIVISIONFunction

Provides a management service, and supervises the amendment of manuals and issues of departmental directives.

Responsibility and Authority

1. Plans for and directs the O&M function in the Department.
2. Provides lecturers for training programs to deal with O&M subject matter when appropriate.
3. Supervises the section charged with the publication of amendments and issue of directives in the Department.

Relationships

1. Reports to the Assistant Under-Secretary, Administration.
2. Deals with all Ottawa Branch and Division Heads as appropriate.
3. Maintains liaison with agencies providing central consulting services.
4. Maintains liaison with the Director of the Inspection Service in developing solutions to management and systems problems.

Accountability

1. Develops objectives and schedules accomplishments for approval of his superior.
2. Reports at intervals determined by his superior, indicating in specific terms the degree to which accomplishments have met the approved objectives. Provides explanations as appropriate.