



Government of Newfoundland and Labrador  
Treasury Board

# **Position Description Writing How To Do Your Own**

OCTOBER 1995

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I. INTRODUCTION

The Treasury Board, in co-operation with departments, boards and agencies, is developing a new classification program for all management pay plan positions within the coverage of the present position classification program.

It is intended that:

- (1) A new position description format, which is more appropriate for management pay plan positions and facilitates the evaluation process in a fair and consistent manner, will be used.
- (2) The position description will identify the following basic components in all jobs:

Know-How - the technical and specialized, managerial and human relations knowledge and skill required for satisfactory performance of the job.

Problem-Solving - The independence and complexity of thinking to be done in the job.

Accountability - the freedom and directness with which the job impacts on the objectives of an organizational unit or function.

Working Conditions - made up of four elements:

Physical Effort  
Concentration  
Exposure to Physical Elements  
Mental Stress

- (3) Positions will be evaluated by an Evaluation Committee which will be composed of senior staff.

This manual is intended to help you write the description of your own position using the new format.

**II. THE POSITION DESCRIPTION - BENEFITS**

A good position description is the foundation of the classification program being developed. It permits a clear evaluation by the Evaluation Committee of the scope and responsibility of an employee's job. This leads to the establishment of a classification level and a salary range for the employee.

The description should define the objectives and purpose of the job, not a list of duties. These objectives are highlighted against the environment in which the job exists and from which the challenges evolve for the incumbent.

There are other benefits to you personally that a good description can provide:

The description clarifies that which you are paid to accomplish.

It is a basis of agreement between you and your superior about work goals and objectives.

It is a means of communication for improved work planning and feedback.

It gives to a reader, who may or may not be familiar with your job, a clear and understandable picture of the job's nature and scope.

When you have completed writing your own description, you may discover, as many have, that you've acquired a fresh appreciation of your role.

### III. BEFORE YOU BEGIN

Keep in mind that the members of the Evaluation Committee who will read your description may have little personal knowledge of your job. Therefore, be descriptive and give examples.

You will be asked to follow a set procedure when writing your position description. It will help you arrange your information in a logical and sequential manner, much like a financial statement presents information in a standard format. This in turn will facilitate the interpretation of the information.

After you assemble the information and record it in the form requested, you will have a clear and concise statement about your job that communicates both the scope and character of what you do and its effect on the department, division or region.

Before embarking on the seven steps necessary to finalize your job description, you should read through the two examples of job descriptions provided as appendices I - II at the back of this guide. This should provide you with a "flavour" of a job description and the type of information to be included.

## IV. COMPLETING THE DESCRIPTION

### STEP 1: GATHER AND ORGANIZE INFORMATION

Begin by gathering all of the information that you will need. Forget about format of how you will write the actual description. Consider the information gathering questions below. Answer those for which you have ready answers. Skip over those you can't answer or want to think about -- just leave space and come back to them. Some questions may not be relevant. Don't worry about it, the questions are simply a guide to help you dig out the data that you will need in writing your description. Record any information you believe pertinent.

#### 1. Major Responsibilities

What is the main purpose of your job? (Why does your position exist?)

What is each responsibility intended to achieve? Why are the separate responsibilities performed - end results expected?

Which responsibilities are the most time-consuming?

#### 2. Program Responsibilities

What is your role in administering legislation in your program area?

What is your role in formulating policy?

What aspects of the environment surrounding your job make it more difficult to accomplish your objectives?

What other responsibilities do you have that may not usually be associated with such a position? Are you utilized in a special capacity not consistent with normal reporting relationships?

#### 3. Authority and Assistance

What authorities (legislation, regulations, procedures) impact on your role within the department or division in meeting your job purpose?

What are the most important decisions you make yourself?

What do you inform your superior about before you take action?

What are the most important recommendations you make to your superior?

STEP 1 (CONT'D)4. Relations with Others

To whom do you report?

Are there others to whom you have a functional responsibility?  
If so, explain.

Who are the other persons reporting to your immediate superior?

What subordinates report to you? Briefly describe their primary responsibilities.

Who do you work with in other Government or Private organizations?

What are the reasons for these contacts?

5. Hardest Part of the Job (Consistent with the earlier expressed main purpose of the job; i.e. positional as opposed to personal challenges)

What are your major headaches?

What is your greatest challenge?

What are the most complex problems?

Which part of your job requires assistance from others? Who provides this assistance?

6. Statistics on Job Dimensions

What are the ACTUAL ANNUAL NUMERICAL VALUES (approximate) of all data which help to explain the overall size of your job (total employees supervised directly and indirectly, payroll, operating budget, capital budget)?

Which of these are your direct responsibility?

In which are you involved?

7. Additional Information

Record any other information which you feel will be helpful in giving a true picture of the nature of your job. This applies most particularly to the types of projects, etc. in which you are involved. Specific examples are helpful.

**STEP 1 (CONT'D)**

Having gathered the required information, you are now ready to begin writing your description. As you saw from the examples shown in the appendices, it will consist of the following sections:

Heading

General Accountability

Organization Structure

Nature and Scope

Dimensions

Specific Accountabilities

Approvals

The bulk of the information will be presented in the "Structure" and the "Nature and Scope" sections. The other three areas - "General Accountability", "Dimensions", and "Specific Accountabilities" serve to summarize, highlight, emphasize or clarify information and to reflect the essence of the job.

When you have completed your writing and editing, you will probably end up with enough information for two and a half or three single-spaced typewritten pages. This is generally sufficient for the simplest or most complex position. Thus, a large part of your task will be to sift through the numerous activities, problems, interrelationships, and other important job information, to determine which of it should be used and how it can be tightly woven together.

**STEP 2: PREPARE HEADINGS AND MAIN JOB PURPOSE**

You should now begin to prepare the heading and to summarize the main purpose of your job. Refer now to:

Appendix III: Skeleton Outline-Position Description

Appendix IV: Position Description Form

Start now to fill out the "Position Description Form".

**Prepare Headings**

Complete the basic Facts as follows:

Position: Official title of position

Incumbent: Your name (for identification purpose)

Department: Appropriate "area" in which the position  
is found

Division:

Location: Geographical location of your position

Date: Month and year of writing this description

**Complete the General Accountability Section**

This section requires a brief, undetailed, but specific statement of why the position exists. In other words, what is its primary purpose for being included in the organization? It can generally be written according to the following format:

This position is accountable for \_\_\_\_\_

---

(a brief summary of the major end results expected of your position).

Try to keep your statement to one sentence.

Avoid a lot of detail.

Say what the job is supposed to accomplish.

STEP 2 (CONT'D)Here are some examples of General Accountabilities:(1) Director of Finance

This position is accountable for the development, maintenance, and implementation of Departmental financial administration programs for budgetary, planning, expenditure control, accounting for revenue, and operating costs in accordance with departmental and government policies, regulations and procedures.

(2) Assistant Director of Dietetics (Administration)

This position is accountable for providing nutritionally balanced quality food for patients and staff in an 850 bed general hospital.

(3) Director Computer Communication Services

This position is accountable for the planning, procuring and operating of comprehensive computer/communication facilities to deliver responsive, reliable, cost-effective computer services to meet approved and committed client department requirements.

(4) Director of Traffic Engineering

This position is accountable for the effective and efficient regulation and control of traffic movement on provincial highways.

(5) Director of Development Projects

This position is accountable for the implementation of provincial cost shared approved major industrial projects which stimulate the economic development of the Province.

STEP 3: START WRITING - STRUCTURE AND SCOPE

Now you really start writing and begin to work up the "guts" of your job.

Firstly write the "Organization Structure" section

This section identifies who you report to, who else reports to the same position and a brief summary of the activities carried out by those people reporting directly to you.

You will find it convenient to use standard wording when describing the reporting relationships. A good way is to write:

"This position is one of \_\_\_\_\_ reporting to the \_\_\_\_\_  
(No.) (title)

The other \_\_\_\_\_ are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(no.) (title) (title) (title)  
etc."

If the relationships between the jobs are not clear from the titles or content, add a sentence or so explaining the special relationships. For example, there may be several jobs with the same title as yours. Are they all doing the same job? If so, say so. If not, explain why and in which ways this job is different.

Next, outline how your subordinate staff, if any, are organized and what they do. Such as:

"Specific functions of the \_\_\_\_\_ positions reporting to the  
(no.) incumbent are:

- \_\_\_\_\_ directs the \_\_\_\_\_  
(title)
- \_\_\_\_\_ plans and co-ordinates the \_\_\_\_\_  
(title)
- etc.

Each subordinate position can be so described in an indented paragraph, usually containing only one sentence.

STEP 3 (CONT'D)

If your position is that of an individual contributor, with no subordinate staff, state simply:

"There are no subordinates reporting to this position".

It may also be appropriate to describe any functional relationships associated with the job, such as:

"This position provides functional direction on all personnel programs to the six Personnel Officers in the field".

While the narrative provided in the organization structure section gives the reader a better appreciation of the functions of the work unit, it is still requested that a copy of the current organization chart be attached to the position description showing reporting relationships.

An Example of an "Organization Structure" section for a Director of Finance.

This position is one of six reporting to the Executive Director. The other five are the Director of Field Services, the Director of Planning Services, the Personnel Manager, the Legal Advisor and the Administrative Officer.

Specific functions of the four positions reporting to the incumbent are:

Chief Accountant coordinates the day to day activities of the division including the preparation of accounting reports, recording of financial transactions, and analysis of financial accounts. Staff of 12.

Financial Control Officer provides financial control and audit reports on the activities of the division. Staff of 6.

Manager Loans Administration directs all aspects of mortgage activities for the division ranging from approvals to repayments. Staff of 14.

Cost Accountant develops cost data and analyses of public housing and land assembly projects. No staff.

The organization chart shown in Figure 1, overleaf, depicts the structure for this position.

ORGANIZATION CHART

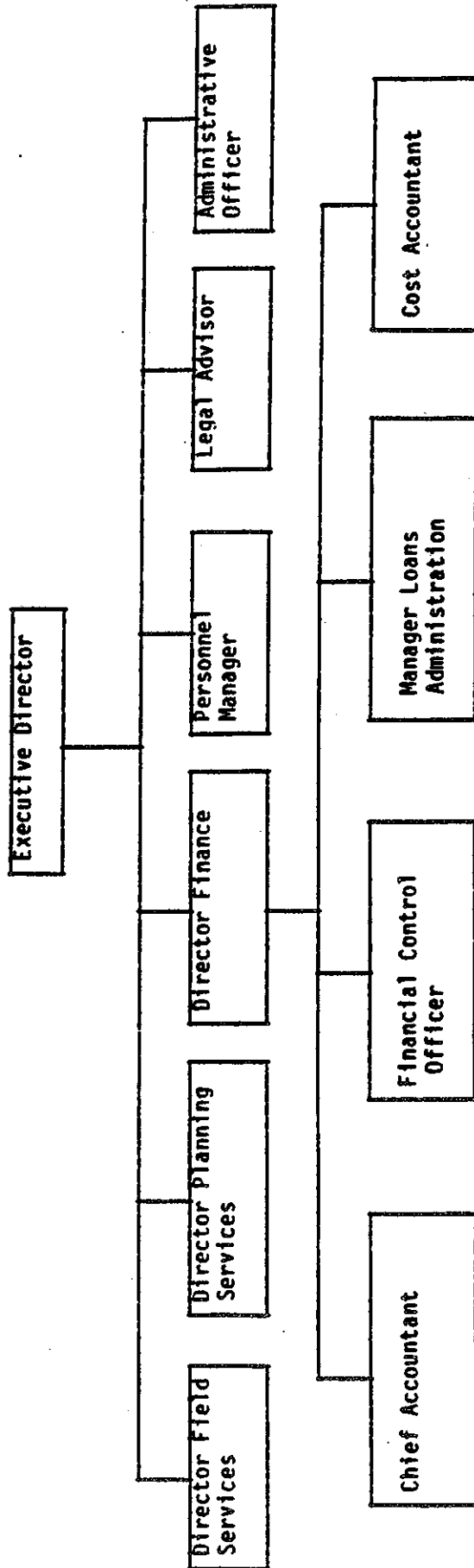


Figure 1

STEP 3 (CONT'D):Secondly write the "Nature and Scope" section

This section is the narrative part of the description and describes the nature of your position, its requirements and challenges, the environment in which the job exists and the freedom to act permitted in the job. This section will include a definition of the relationship with your superior, peers, and outsiders.

The length of the section will vary, but usually covers about one page to a page and a half. Even that amount of space, however, requires tight, concise writing if typed singlespaced.

The organization of this section generally follows the order below, or at least contains the pertinent information of these headings:

1. Environment of the Position and Functions or Services Provided:

- A. Locate the section within the department and provide a brief description of the organization unit within which this position operates.

e.g. The Administration Division is one of the four main divisions of the Department. This division is composed of three sections - Finance, Personnel and Library Services.

The Library Services section provides a catalogued source of Research material for the Department.

- B. Major factors impacting on the achievement of expected end results, e.g., economic, environmental, political or technological.

2. Functions Performed By You Personally

Describe functions performed by you indicating source of work, work flow and end results in the form of decisions, recommendations etc. Give examples to illustrate.

3. Major Challenges of the Position

Examples of any novel or path-finding situations which require conceptual approaches. This section should highlight the major challenge, the environment or conditions which make this a challenge and how this challenge is met.

**STEP 3 (CONT'D):**

The greatest challenge of the job. (Do not focus totally on parts of the job which you personally find most difficult and thereby downplay or eliminate those which you have mastered but are substantially more difficult.)

Nature and variety of most typical problems.

**4. Control on Freedom to Act and to Solve Job Problems**

Authority the position has for action under legislation, or department policies or regulations.

Principle rules, regulations, precedents and controls within which the position operates.

Types of problems that must be referred to a superior for resolution or for approval of your recommended solution.

**5. Contacts "Inside and Outside" the Department**

This section should not exceed 8 - 10 lines and must indicate the purpose of significant contacts.

Your most significant contacts with other areas within the department - frequency and purpose.

Your most significant contacts outside the department - frequency and purpose.

Type of problems you must consult with others to resolve.

Committees to which you are a member - purpose and role.

Job related outside organizations of which you are a member - to attain what results?

If you are in an "individual contributor" position with no staff you should emphasize the flow of work, input, action taken, and output.

**Input:** Source of work, assignment from superior, routine work flow, referral from other departments, or divisions, and/or self-initiated.

**Action Taken By You:** Sufficient description of the action to illustrate the technical, practical and specialized depth of knowledge required.

**Output:** The end results of your work in the form of decisions, recommendations, reports, etc.

**STEP 3 (CONT'D):**

The "Nature and Scope" section is perhaps the hardest part of your description and will probably take the most time. Do not expect your first attempt to be your final draft. First, decide on the general outline - paragraph headings of specific areas you want to cover. Then begin to fill in the details from your raw information sheets. Take your time. Look at the examples provided as appendices in this manual.

Use simple language in writing the narrative, but paint a picture of the real job and give examples to illustrate.

**STEP 4: CONTINUE WRITING - DIMENSIONS**

By this time you have completed more than half of your job description and now must examine the dimensions of the job.

In this section you record the measurable areas upon which the position has either direct or indirect impact. If you have done your information gathering homework, you already have all the data that you will need to show the three or four dimensions which are pertinent following statistics:

Number of people supervised

Annual payroll of those supervised

Annual operating expenses

Various assets controlled or affected

Any other significant values on an annual basis (e.g. average capital budget over a three to five year term, number of pieces of mail handled per year, etc.)

There may be others. Show the figures for those items over which your job has influence, direct or indirect. Also indicate whether the figures shown are for the section, division or department. Figures must be relevant to your position and include breakdown where possible. The relationship of these figures to your position must be clearly defined.

In showing figures, don't be too exact. Approximate figures are acceptable.

It is to be emphasized that the classification program envisaged is one which does not place an inordinate reliance on "numbers". The evaluation tool will possess the capacity to give proper weighting to those important management positions having impact on department or division objectives, yet not directly responsible for human, financial or material objectives.

STEP 4 (CONT'D)Examples of Dimensions:

1. Chief Administrator Operations
 

Staff:	850 (5 Regions, 11 District Offices)
Operating Budget:	\$136 million
  
2. Regional Director Assessments
 

Staff:	14
Division Budget:	\$350 thousand
Property Accounts:	48,000
Assessment Value:	\$1.1 million
Appeals Per Year:	1200
  
3. Director Finance and Staff Services
 

Staff:	79
Division Operating Budget:	\$1.0 million
Department Operating Budget:	\$68 million
  
4. Manager Personnel
 

Staff:	28
Division Operating Budget:	\$400 thousand
Department Staff:	3600
Annual Department Payroll:	\$44 million

**STEP 5: FINISH WRITING - SPECIFIC ACCOUNTABILITIES**

Almost finished, just one last section to complete! In writing the "Specific Accountabilities" section you define the end results expected of your job. The term "end results" does not mean a list of activities or duties, but rather, statements of what the job is intended to accomplish.

A typical specific accountability statement for one aspect of the job of Maintenance Manager might be:

Ensure all mechanical devices and physical structures operate smoothly and efficiently by co-ordinating regular inspection, repair and maintenance of the plant.

For a Cafeteria Manager:

"Provide tasty, nourishing and varied meals by developing and implementing menu plans".

As these examples illustrate, accountabilities imply action and measurement of performance. Each statement of accountability should contain three elements:

1. the end result which must be achieved (all mechanical devices and structures operate),
2. the means, the "how", by which the end result will be achieved (co-ordinating regular inspection, repair and maintenance of the plant),
3. the "quality" of the end result, how well or effectively the end result is achieved (smoothly and efficiently).

For the most part, the "Specific Accountabilities" are derived from the information in the "Nature and Scope". In fact, the main points made about the job in that section should be paralleled by specific accountabilities. Conversely, the "Specific Accountabilities" some aspect which is not mentioned in the "Nature and Scope" -- go back and expand the latter.

STEP 5 (CONT'D)Major Job Aspects

In your four to seven statements, you have to cover all the major aspects of the job. There is no simple rule for deciding how to split the job's accountabilities into separate statements. The position's specific accountabilities could have as general topics respectively: 1) Servicing of existing accounts, 2) Business development, 3) Cost and innovation, 4) People, 5) Information and expertise.

For most managerial positions, the focus of accountabilities is on the elements of management - organizing, motivating, planning, formulating, coordinating and controlling - and should reflect the basic areas of end results essential to the success of your program or function. For example, program effectiveness, manpower development, etc.

Other typical breakdowns are: 1) Quantity, 2) Quality, 3) Innovation, 4) People, 5) Information, OR: 1) Planning, 2) Achieving Objectives, 3) Control, 4) People, 5) Information.

You will have to analyze your position to see how to split up the job.

Order of Importance

Try to list your accountability statements in order of importance as you see them. This will provide information on the relative emphasis in these end result areas.

Usually it takes a set of four to seven separate statements to cover a single job.

STEP 5 (CONT'D)Examples of statements of "Specific Accountabilities" are as follows:

Maximum possible protection of department assets by devising, introducing and maintaining internal control policies and practices. (Director of Finance)

Ensures that all employees are aware of the provisions of the Labour Standards Code through the development and implementation of public promotion programs. (Director of Labour Standards)

Development of an acceptance by management of a positive personnel policy and the need to upgrade professional personnel throughout the department by effectively selling his division's programs and services. (Manager of Personnel)

Assists in the preparation of realistic plans and budgets by providing necessary cost data and advice. (Cost Accountant)

Ensure that approved projects are completed in time and at planned cost by preparing design and construction plans. (Project Engineer)

In some of the above examples nouns have been used instead of verbs as the "action" words (development vs develops) - this is certainly permitted, what is important is that each statement contains an "end result" - what is to be accomplished and a "means" clause - how the end result will be achieved.

**STEP 6: CRITIQUE THE DRAFT DESCRIPTION**

Before you give your description to your superior for approval, you will want to review it one last time.

Here are some common faults found in position descriptions:

**General Accountability**

1. Summary of duties rather than the primary purpose of basic end results.
2. Lengthy, detailed list of activities taking 5 to 10 lines -- should seldom exceed 3 or 4 lines.

**Organization Structure and Nature and Scope**

1. Organizational relations, upwards or subordinate, are confusing or incomplete, or contradict organization charts, or do not differentiate between line and functional relationships.
2. Significant lateral organizational relations omitted.
3. Inadequate description of the nature and complexity of the service or function.
4. No use of typical examples to add meaning.
5. Inclusion of personal judgement or conclusions.
6. Inclusion of incumbent's or superior's opinion on education and experience required. Staffing standards can be kept in other records, but should not be included in position descriptions.
7. Vague generalities, rather than clear, and concise language.
8. Description of freedom to act or procedural controls that exist for subordinate jobs. These are only pertinent in the subordinate's descriptions.
9. Committee memberships included with no description of the role of the committee and/or of the incumbent on that committee.

STEP 6 (CONT'D)

10. Does not recognize the role the position plays in the overall administrative process. For example, a position accountable for purchasing materials and equipment should describe the position's role in the total purchasing process from feasibility, specifications, selection of source, price determination, budget allocation, expediting delivery and installation. In addition this role may differ depending upon the material, equipment, or cost level. This does not mean it is necessary to quote the standard practice involved, but usually a sentence or two will provide what is needed.
11. No mention of the greatest challenge or major problems faced by the position.
12. No mention of where the incumbent can obtain assistance with his problems, either inside or outside the department or division.

Dimensions

1. Attempt to be too precise -- approximate figures or data are sufficient (within 10-20% is enough).
2. Should seldom exceed 3 or 4 different dimensions.

Specific Accountabilities

1. Restatement of activities or duties, rather than major end results.
2. Relationship between the end result and the "how" is tenuous.
3. One specific accountability statement covers several end results to the extent that it encompasses 70 percent or more of all that is expected from the job.
4. An end result area included that is not described in "Nature and Scope".
5. The end result and/or the "how" worded too generally.
6. Too many: 4 to 7 are usually enough.

**STEP 6 (CONT'D)****Some Faults Common to All Sections of Description**

1. Description is too long and detailed with several irrelevancies.
2. Description is too short and superficial, does not capture the job.
3. Incomplete emphasis on different aspects of the job.
4. Incomplete facts, for example, concerning numbers of subordinates, locations, programs, services, equipment, etc.

**STEP 7: GET POSITION DESCRIPTION APPROVED**

The last step is to get your superior to approve your description.

You may find that some discussion results from this step. This is beneficial because agreement in writing is the best way to get a common understanding on any subject. Probably both you and your supervisor will have a clearer idea of what the job is supposed to accomplish.

After completion of these approvals, the position description should be submitted to your Deputy Minister or Chief Executive Officer for final authorization.

V. CONCLUSION

After authorization of your position description, submit a copy of the approved document to:

Director of Classification and Pay  
Treasury Board  
Confederation Building  
St. John's, Newfoundland  
A1B 4J6

Your description will then be reviewed and submitted for evaluation by the Position Evaluation Committee.

PROVINCE OF NEWFOUNDLAND & LABRADOR

POSITION DESCRIPTION

(for illustrative purposes only)

POSITION:

INCUMBENT: J.B. Anybody

DEPARTMENT:

DIVISION: Extension Services

LOCATION: Codroy Valley

DATE: June, 1991

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GENERAL ACCOUNTABILITY

This position is accountable for the evaluation, approval and execution of agricultural engineering projects which fall within the jurisdiction of the Division.

STRUCTURE

This position is one of five reporting to the Director of Extension Services Division. The other four are the Assistant Director Extension Division, Supervisor Home Economics, Supervisor 4-H, and Supervisor Farm Equipment.

Specific functions of the position reporting to the incumbent are:

Supervisor, Agricultural Engineering: supervises the provision of technical and design services for agricultural engineering projects; and the provision of onsite evaluation of land engineering problems. Staff of thirteen.

NATURE AND SCOPE

The Extension Division of the Department provides two basic services to the agricultural industry; these are management and engineering. The agricultural engineering section provides the engineering services (including Land Development, Building Construction and Equipment Technology) to the agricultural industry. The Agricultural Engineer is responsible for the effective functioning of this section and for the technical quality of the work produced.

The work of the section has two components, the overseeing of agricultural engineering projects which come under the jurisdiction of the department and the provision of technical information of interest and use to the agricultural industry.

The Agricultural Engineer is responsible for the initial technical and economic feasibility of projects, for their eventual approval or rejection, and for monitoring of their progress. Ensuring that the project is completed according to specifications, within budget and on schedule is the major challenge of this position.

The incumbent interprets contracts when it is necessary to decide on the acceptability of any additions or deletions from the contract.

The Agricultural Engineer recommends payment for work done on construction projects.

The rapidly changing technology in the field of agricultural engineering requires the up-to-date, relevant and accurate information be made available to the agricultural industry. Agricultural Engineer must ensure that the agricultural engineering section is in position to provide this information in the form of expert advice, engineering plans, drawings, written information and educational programs.

The Department provides technical support to a number of outside bodies and this function is performed by the Engineer's membership on the following bodies:

Committee on Coastal Zone Management  
Atlantic Agricultural Engineering Committee  
Board of Directors of the Regional Resource  
Management Services

The Engineer maintains liaison with counterparts in the Federal Government concerning DREE cost-shared agricultural agreements, Director of Engineering within the Provincial Departments of Transportation, Environment and Fisheries and private contracting company officials when planning and implementing agricultural engineering projects.

The effectiveness of the Agricultural Engineering Section is maintained by the constant evaluation and development of the section human and technical resources.

DIMENSIONS

Annual Value of Projects:	\$5.0 million
Section Operating Budget:	\$400,000

SPECIFIC ACCOUNTABILITIES

1. Direct the agricultural engineering section by the effective utilization of staff and ensuring the technical quality of the work produced.
2. Evaluate, approve and monitor the execution of agricultural engineering projects by assessing the technical and economic aspects of the project and measuring the progress of the work against specifications, schedules and budget.
3. Interpret the terms of contracts by deciding on the feasibility of allowing additions or deletions from the contract.
4. Provide accurate technical information to the agricultural industry by providing expert advice, written information, plans and drawings.
5. Represent the Department by serving on various external boards and committees related to the agricultural industry.
6. Maintain the effectiveness of the agricultural engineering section by the development and training of the human and technical resources within the section.

Approved by:

Incumbent	_____	Date	_____
Supervisor	_____	Date	_____
Deputy Minister or Chief Executive Officer	_____	Date	_____

PROVINCE OF NEWFOUNDLAND & LABRADOR

POSITION DESCRIPTION  
(For Illustrative Purposes)

POSITION: Supervisor, Home Economics  
INCUMBENT: P.T. Person  
DEPARTMENT: Social Services  
DIVISION: Home Economics Section  
LOCATION: Corner Brook  
DATE: June, 1991

---

GENERAL ACCOUNTABILITY

This position is accountable for the effective development, implementation, and evaluation of a Home Economics Extension program.

STRUCTURE

This position is one of seven reporting to the Director of Social Services. The other six are: Assistant Director; 5 Regional Services Directors, 1 Accountant.

Specific functions of the five positions reporting to the incumbent are:

Regional Home Economists assist in the planning, implementation and evaluation of a home economics extension program within a specified geographic area of the province.

NATURE AND SCOPE

The Extension Division is responsible for a wide range of general extension activities. The Home Economics Section, as an integral part of the Extension Services Division is concerned with the development of food management skills in consumers generally leadership and homemaking skills. Through the development and implementation of comprehensive food education and promotional programs the consumer will be able to make decisions maximizing value for every food dollar spent (both nutritionally and economically). Promotional and educational programs facilitate in making the consumer more understanding of the agricultural industry and the utilization of commodities. Through the development of resource materials, programs, workshops, leader training and as an advisory role, can operate high quality programs in their respective organizations to meet their membership and organizational needs, to strengthen and promote those organizations.

The Supervisor of Home Economics is responsible for the effective and efficient functioning of this section. The Supervisor must ensure the accuracy of technical and general information produced, through staff training and development. The effectiveness of the Home Economics section is maintained by the constant evaluation and development of human and technical resources. The Supervisor of Home Economics is responsible for the initiating and coordinating of major publications, manuals, provincial programs, resource material, visual aids, resource centres for use by the staff and clientele served such as universities, schools, community groups, commodity boards and staff within and outside the department.

The greatest challenge of the position is initiating and developing programs that meet the needs of the diverse clientele served. Rapidly changing technology and new innovations makes this an ongoing challenge in planning long term goals and staff training.

Under the general direction of the Director of Social Services has control of the Home Economics program including the monitoring of the sections budget. Major shifts in program, major expenses, staff hiring and discipline decisions are made in consultation with the Director.

The Supervisor of Home Economics acts as a counselor and an advisor to the Provincial Groups. In these positions the Supervisor maintains a good liaison between the Home Economics section, helps solve problems, gives advice and direction to volunteer outside organizations.

The Home Economics Supervisor maintains contact with other provincial departments, counterparts in other provinces and the federal government to give advice, plan programs and resource materials as well as membership on outside committees.

DIMENSIONS OF THE HOME ECONOMICS SECTION

Number of Staff - 8

Annual Operating Expenses - \$221,400

Number of Publications Distributed - 99,000

Specific Programs and Media Releases - 1,400

Service Calls - 2,000

Audio Visual Requests - 350

SPECIFIC ACCOUNTABILITIES

1. Provide timely and quality home economics extension programs and activities by effectively organizing and co-ordinating the Home Services section.
2. Enhance the food management capabilities of consumers through the development and update of technical educational and promotional programs to meet the consumers needs.
3. Maintaining the effectiveness of the section by staff update, training programs and preparing and controlling the section budget.
4. Motivate the development of leadership and homemaking skills by advising, initiating ideas and programs.
5. Facilitate the exchange and development of information by maintaining a close liaison with other divisions, other government departments and organizations.

Approved by:

Incumbent: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor : \_\_\_\_\_

Date \_\_\_\_\_

Deputy  
Minister or  
Chief Executive  
Officer \_\_\_\_\_

Date \_\_\_\_\_

SKELETON OUTLINE - POSITION DESCRIPTION

POSITION:

INCUMBENT:

DEPARTMENT:

DIVISION:

LOCATION:

DATE:

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GENERAL ACCOUNTABILITY

This position is accountable for .....

STRUCTURE

1. Reports to .....
2. Others reporting to the same superior.
3. Capsule description of each position reporting to you, outlining primary purpose and number of staff.

NATURE AND SCOPE

1. Environment paragraph.
2. Functions performed by yourself personally.
3. Major challenges faced.
4. Controls on freedom to act and problem-solving.
5. Contacts inside and outside the government.
6. Any additional pertinent information.

DIMENSIONS (examples)

Number of people

Budget - annual, approximate operating and capital figures shown separately.

Other - annual, approximate.

SPECIFIC ACCOUNTABILITIES

Usually 4 to 7 statements describing the key result areas of your job. Attempt to list them in order of importance as you see them.

Approved by:

Incumbent \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Deputy  
Minister or  
Chief Executive  
Officer \_\_\_\_\_

Date \_\_\_\_\_

PROVINCE OF NEWFOUNDLAND AND LABRADOR

POSITION DESCRIPTION

POSITION:

INCUMBENT:

DEPARTMENT:

DIVISION:

LOCATION:

DATE:

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GENERAL ACCOUNTABILITY

STRUCTURE

Position Description (cont'd)

NATURE AND SCOPE

Position Description (cont'd)

DIMENSIONS (approx.)

SPECIFIC ACCOUNTABILITIES

Approved by:

Incumbent \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Deputy  
Minister or  
Chief Executive  
Officer \_\_\_\_\_

Date \_\_\_\_\_