



## **Job Description:** **Director**

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Ontario Network of Employment Skills  
Training Projects (ONESTEP)



## Director

### How to Use This Tool:

This tool is not intended to be used in its entirety. Rather, its purpose is to provide a framework for developing a job description that is customized to the unique needs of your organization. As you review the tool, select only those functions / requirements / competencies / skills and abilities that are relevant to the particular position you are reviewing, keeping in mind the position as it actually exists in your organization.

This document includes descriptors for creating a job description.

### Possible uses for this tool:

You may find this tool useful when:

- Creating a job description
- Recruiting, interviewing and hiring new candidates
- Appraising the performance of employees
- Identifying staff training and development needs

## **JOB DESCRIPTION: Director**

### **Job Summary**

Plan, direct and co-ordinate the operations of the organization. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of human resources.

### **Essential Functions**

- Oversee activities directly related to providing services.
- Implement, manage and monitor alignment of program delivery and the organization's strategic plan.
- Direct and co-ordinate activities of services being delivered by the agency.
- Review financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, prepare work schedules and assign specific duties.
- Create an environment that is conducive to managing and maintaining a high-performing work team.
- Provide mentoring to staff.
- Maintain an open community channel with staff to ensure that the latest information is succulently and efficiently disseminated.
- Direct and co-ordinate the organization's financial and budget activities to increase efficiency.
- Establish and implement agency policies, goals, objectives and procedures, conferring with board members, organization officials and staff members as necessary.
- Determine staffing requirements and interview, hire and train new employees, or oversee those personnel processes.
- Plan and direct activities such as co-ordinating with other program leads as required.

### **Education Requirements:**

- University degree or a combination of academic training and relevant work experience.

### **Training Requirements:**

- Leadership training
- Software training (i.e., Microsoft Word, PowerPoint, Excel)
- Negotiation and budget training