

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50356788

Allocation Action:	Affirmed
Official Allocation:	ADMIN ASST 5
Job Code:	168080
Pay Level:	AS-613
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/07/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	192958
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS001.002

1. TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL☐ CAREER
PROGRESSION GROUP☐ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50356788CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CP6, LIST CAP OF ALLOCATION)
ADMINISTRATIVE ASSISTANT 5CURRENT PAY LEVEL
AS613CURRENT OFFICIAL JOB CODE
168080

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2. INFORMATION REQUIRED FOR NEW POSITION FOR A GOV. EMP. AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50025981WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3. GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

JOSHUA, DENISA

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT - OFFICE - DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / EXECUTIVE ADMINISTRATION

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

CHIEF OPERATING OFFICER

DIRECT SUPERVISOR'S POSITION NUMBER

50450643

HUMAN RESOURCES EMAIL

DACKOURY@LHC.LA.GOV

4. COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5. SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF DIRECT
SUBORDINATES

6. ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7. SIGNATURES

Sign and print name.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

7/7/22

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

DATE

7/7/22

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.Joshua G. Hawkins
Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

75% Administrative assistance

- Provides full executive office assistance for the Chief Operating Officer which includes coordination travel, arranging corporate events, and performing special projects as needed. Coordinates the schedule of the Chief Operating Officer in addition to screening telephone call and visitors.
- Acts as liaison and maintains open lines of communication among senior executives, board members, shareholders, middle management and administrative staff. Interfaces with the Governor's Office, the Louisiana Congressional Delegation, and elected state and local government officials. Provides assistance to and answer correspondence from Corporation constituents such as developers and financial institutions.
- Monitors complex contracts and/or grants agreements, applications, budgets, amendments, and sub-grant agreements in accordance with statutory and regulatory requirements and the Corporations policies and procedures.
- Writes correspondence; proofs and edits press releases and other documents to ensure accuracy and consistency. Creates and modifies documents using Microsoft Office Suite, Adobe Acrobat Professional, and Nuance applications. Reviews and disseminates incoming correspondence to the Chief Operating Officer or appropriate staff member(s). Performs administrative support activities such as maintaining files and records.
- Coordinates and set up high-level conference calls, board and management meetings, special events and travel arrangements for top executives. Prepares material for meetings such as agendas, handouts, binders, etc. Attends meetings and transcribes minutes.
- Provides administrative assistance to program administrators and department managers in Human Resources, Technology Services, Procurement, and Property and Record Management.

10% Travel

- Serves as the travel coordinator and arranges LHC staff travel for all Corporation related travel. Monitors to ensure compliance in accordance with federal, state, and Corporation laws, regulations, rules, policies, and procedures.

10% Social media and communication

- Posts to LHC website. Maintains LHC Facebook and Twitter presence through posting special events and housing legislation. Writes for the Corporation's Website and social media properties.
- Serves as a member of the briefing team. Works with the LHC staff to gather relevant facts, documents and background to be included in briefing material. Prepares talking points and other briefing material for Corporation staff and board members attending events, including groundbreakings, press events and personal discussions. Draft/edit briefing memoranda for inclusion in the briefing materials. Conducts follow-up activities with appropriate LHC staff to inform them of assignments made at briefing meetings.
- Creates messages for the Corporation's staff. Assists with researching and writing press releases about Corporation activities. Sends informational email blasts to LHC partners and stake holders.

5% Responds to Loan Confirmation requests from lenders regarding LHC HOME loans.

