

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50649918

Allocation Action:	New Position
Official Allocation:	HOUS FIN DEPUTY ADMIN
Job Code:	163720
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/28/2022
Position Audited:	No
Audit Date:	
Comments:	New Position #50649918

Log Number:	192585
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

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
0A04

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

HOUSING FINANCE DEPUTY ADMINISTRATOR

REQUESTED PAY LEVEL

AS622

REQUESTED OFFICIAL JOB CODE

163720

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50571942WORK 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

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

NAKESLA bLOUNT

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / LHA - RENTAL

HUMAN RESOURCES TELEPHONE

(225) 763-8896

OFFICIAL TITLE OF SUPERVISOR

CHIEF OPERATING OFFICER

DIRECT SUPERVISOR'S POSITION NUMBER

50450643

HUMAN RESOURCES EMAIL

NBLOUNT@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
VACANT	50465487	HOUSING FINANCE DEPUTY ADMINISTRATOR
WINONA CONNOR	50465486	HOUSING FINANCE DEPUTY ADMINISTRATOR

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 LEAVENUMBER 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 below.

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required) <i>Joshua G. Hollins</i> Executive Director	DATE 6/27/22	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

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.

The Housing Finance Deputy Administrator will direct the activities of the Housing Choice Voucher programs including but not limited to 2,000-unit Permanent Supportive Housing Project Based Voucher, 200 vouchers Permanent Supportive Housing Section 811 Mainstream, Veteran Affairs, Supportive Housing, 140 vouchers Emergency Rental Assistance programs.

50% Housing Program Administration

Responsible for all aspects of the Housing Choice Voucher budget. Coordinates budget recommendations related to federal, state, and locally funded programs. Tracks and reviews audit submissions. Prepares and recommends to the Chief Operating Officer policies and guidelines for planning implementation of various housing programs to ensure compliance with federal, state programmatic and administrative regulations.

Develops new programs using state, federal, local, and philanthropic resources, Identifies and applies for new funding opportunities to expand or develop new programs to serve the needs of Louisiana citizens. Works closely with the Louisiana Department of Health (LDH), Veteran Affairs Supportive Agency, and Continuum of Care Agencies statewide, providing oversight of funding for services and coordination of housing and services to vulnerable populations.

Provides training and technical assistance to agency partners to ameliorate complex programmatic, administrative and fiscal deficiencies.

Oversees the development and processing of contractual agreements and amendments.

Participates and represents the Louisiana Housing Corporation and Louisiana Housing Authority in meetings, conferences and seminars.

Responds via phone or written communication to inquiries from citizens, organizations or governmental entities seeking information regarding programs.

20% Management and Personnel

Responsible for Rental Assistance employees including direct oversight of senior staff and Administrative Assistant. Reviews and evaluates work of subordinates and gives technical guidance when needed. Provides or directs training activities as appropriate. Works with managers in preparing budgets, state plans and other financial and programmatic reports. Reviews monthly analysis reports of program deliverables, projections, and outcomes. Implements specific controls for tracking expenditures and progress to ensure accountability. Reviews corrective action plans to address and correct anomalies.

15% Policy Responsibility

Reviews current and long-range programs plans and policies including, but not limited to, the Public Housing Agency Plans, the Section 8 Administrative Plan, and sections of the State's Consolidated Plan and Qualified Allocation Plan.

Reviews, formulates and directs the revision of rules, regulations and procedures for programs including for the Housing choice Voucher, Continuum of Care, Emergency Rental Assistance, and other programs.

10% Compliance

Ensures programs operate in compliance with all federal, state and local statutes and regulations. Stays updated on changes in statutes, policies and regulations and disseminates this information as appropriate. Reviews programmatic outputs and outcomes. Prepares program reports for internal or external uses as appropriate. Responsible for ensuring programs meet quality control guidelines of funders.

5% Other Duties

- Performs any other duties as assigned.

06/2022

