

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308483

Allocation Action:	Reallocated Up
Official Allocation:	ADMIN PROG DIR 3
Job Code:	170660
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/27/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182562
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

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  
0A04POSITION NUMBER  
50308483CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
HR DIRECTOR ACURRENT PAY LEVEL  
AS619CURRENT OFFICIAL JOB CODE  
170890REQUESTED OFFICIAL JOB TITLE  
ADMINISTRATIVE PROGRAM DIRECTOR 3REQUESTED PAY LEVEL  
AS620REQUESTED OFFICIAL JOB CODE  
170660

## 2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM 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  
NAKESLA BLOUNT

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

EXECUTIVE DIRECTOR

DIRECT SUPERVISOR'S POSITION NUMBER

50308469

HUMAN RESOURCES EMAIL

DENISE ACKOURY

## 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

6

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 below.

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

☐ 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

☒ 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.

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.

The incumbent is a member of the Louisiana Housing Corporation's Executive Committee, reports directly to the Executive Director and is responsible for the daily internal administrative operations. Performs supervisory duties of information technology, procurement, human resources, document management, fleet management, safety and facilities. Assumes responsibility and is accountable for adherence to Corporation policies and procedures, as well as all applicable state and federal laws and regulations pertaining to employment, housing, and safety.

### ESSENTIAL DUTIES

#### Member of Executive Committee

5%

- Serves as a member of the LHC Executive Committee, which makes all management decisions regarding the Corporation's operations, taking responsibility for assigned areas of the Corporation.
- Earns and maintains the confidence of other Committee Members by his/her ability to manage the Corporation's internal operations.
- Works with other Committee Members to address challenges and manage the affairs of the Corporation.
- Participates and contributes to the Corporation's Strategic Planning and Budgeting processes for assigned areas of responsibility. Effectively manages budgets and targets for assigned areas of responsibility.
- Participates in enterprise risk assessment management, business continuity and disaster recovery planning, and vendor management and selection as it relates to assigned areas of responsibility.
- Represent the Corporation on various external boards and committees as directed by the Executive Director.
- Serve as lead in improving and developing Corporation's culture via a change initiatives and communications strategy developed and implemented in collaboration with the leadership team and board of directors and ensuring that the same are well-aligned with the Corporation's mission

#### Information Technology

25%

- Works with the Director of Information Technology Services to ensure technology systems capable of meeting desired Corporation-wide plan goals.
- Managing and guiding the strategic development, implementation, and use of all communications and information technology systems and equipment.
- Establishing appropriate internal and external security of such systems and equipment to ensure the confidential and proper access to and use of data and to prevent data loss or misuse.
- Guiding Corporation-wide routine efforts to improve and expand use of electronic data and communications systems and solutions to better meet Corporation's mission and needs.

#### Operations (Facilities, Document Management, Fleet Services)

35%

- Ensure the safety, maintenance and management of main campus and two satellite buildings (Quail - 49,600 sq. ft., IndustriPlex – 14,400 sq. ft. and Mid-City – 13,273 sq. ft.), equipment and material resources.
- Designing, directing, and managing efficient procurement and vendor contracting processes for all goods and services consistent with approved budgets, funder requirements, internal policy, and best practices. In addition, procurement and vendor contracting are to be conducted in cooperation with and to meet the needs of other departments, notably Accounting, as indicated.
- Guiding annual (and other) budget development with direct reports/departments, as well as assisting with the same for other departments, and carefully monitoring administrative and operations expenditures to ensure alignment with approved budgets and efficient and prudent use of limited resources.

- Leading negotiations for building and maintenance agreement in close cooperation with legal counsel.
- Ensuring active and timely follow-up on facility and building maintenance and repairs with appropriate vendors, as well as any related corrective action plans ("CAP").
- Vehicle purchasing, leasing, and maintenance consistent with approved budgets and operational needs.
- Ensures the management of the complex central mail operations function. Handle large volume pieces of incoming and outgoing mail annually.
- Responsible for the administrative complex central warehouse and the inventory control function.
- Oversees management of the front desk to ensure adequate coverage at all times to meet and greet customers and assist with proper services.
- Oversees building security, including but not limited to security guard contract and management, security alarm systems, document retention and security and STRIKES badge system.
- Supports the development and distribution of all appropriate and/ or required policies, procedures, and guidelines related to personal, building security. Develops and delivers all pertinent Security and Emergency Planning training and drills.
- Directs and oversee the development of records management and make sure that the protecting, filing and retrieving of records happen in a standardized manner.

#### **Human Resource Management**

30%

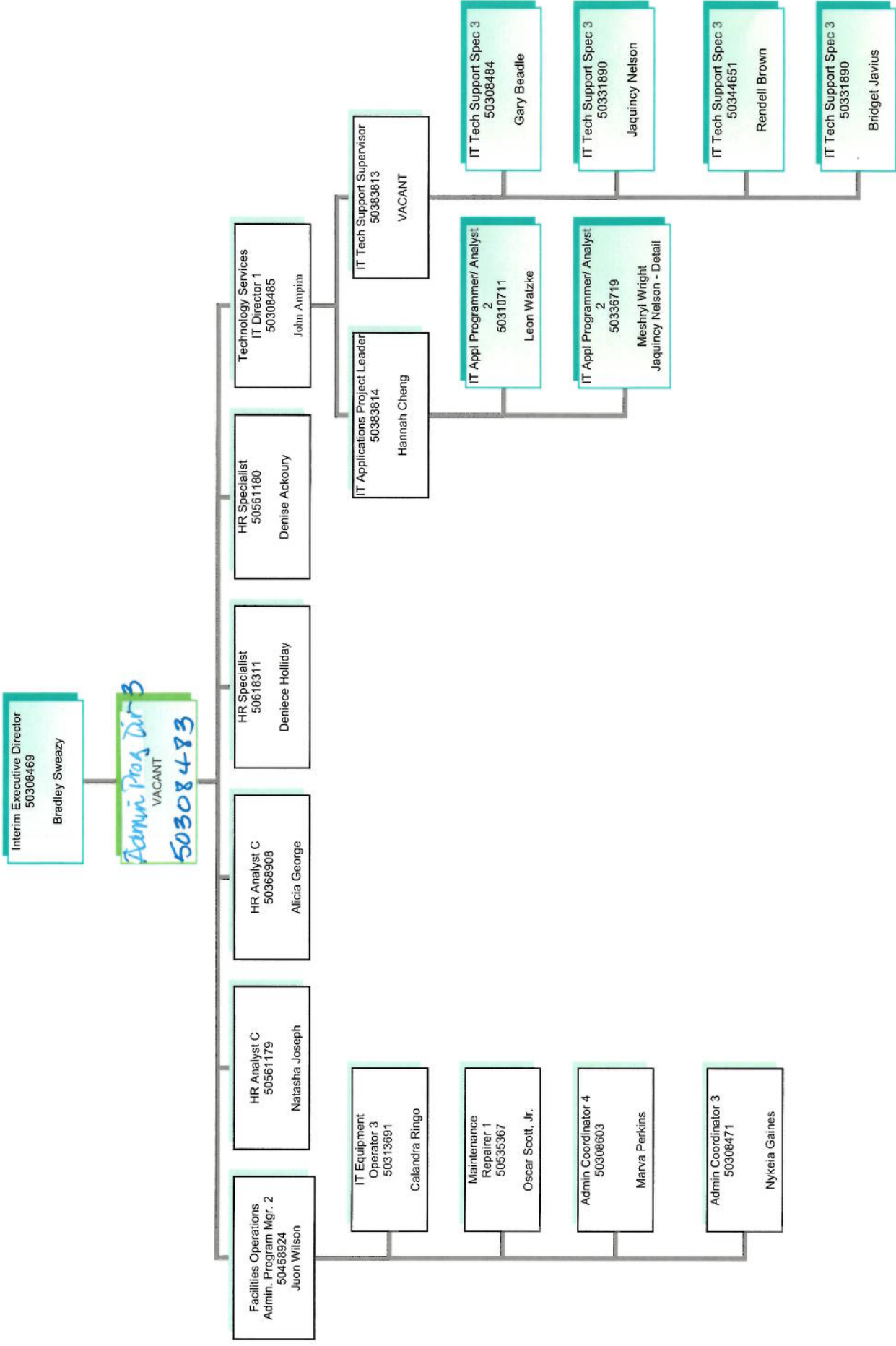
- Researches, develops, writes/edits, and disseminates human resources and other agency policies.
- Prepares the annual personnel budget for the agency and maintains budget for updating during the fiscal year.
- Ensuring that the Human Resources ("HR") department conducts all recruitment, employee benefits acquisition and management, employee time and effort, and employee relations, in accordance with applicable federal, state, and local law.
- Maintaining up-to-date HR policies and procedures consistent with best practices and funder requirements and ensuring that the Corporation's SharePoint consistently reflects the same.
- Overseeing appropriate and equitable recruitment, hiring, advancement, and separation practices to ensure a competent, diverse, and committed workforce ready to meet Corporation's mission.
- Centering mentoring and coaching of the staff, consultants, and volunteers to build and support a strong team, including prioritizing professional development.

#### **Supervisory/ Personnel Management**

5%

- Reinforces the application of superior customer service by example along with appropriate follow through with involved clients, shareholders and employees.
- Oversees activities of assigned personnel by supervising daily activities, effective delegation of assignments, developing work schedules and providing or arranging necessary training with human resources.
- Plays a positive role in the development and growth of assigned staff through excellent communications skills, both verbal and written, along with strong delegation skills assuring a highly cross trained staff.
- Ensures that direct reports have the skills, training and resources required to provide high level customer service to clients, shareholders and staff.
- Performs personnel actions including interviewing, performance appraisals, establishment of individual goals/objectives, and disciplinary actions in a timely fashion and in accordance with all applicable laws and regulations.
- Demonstrates knowledge of and adherence to the Corporation's employment related policies; shows respect and sensitivity for cultural differences; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.

# Louisiana Housing Corporation – Proposed Structure CAO



# Louisiana Housing Corporation – Executive Director

08/2021

