

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50549314

Allocation Action:	New Position
Official Allocation:	ADMIN COORD 4
Job Code:	168070
Pay Level:	AS-611
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/22/2017
Position Audited:	No
Audit Date:	
Comments:	New position #50549314 created.

Log Number:	139838
Consultant:	KCW
Supervisor:	HHH



# POSITION DESCRIPTION

Form Revision Date: 11/2016

## 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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE  0A04	POSITION NUMBER
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL  AS-611	REQUESTED OFFICIAL JOB CODE  168070

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

REQUESTED OFFICIAL JOB TITLE

Administrative Coordinator 4

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

ORGANIZATIONAL UNIT NUMBER 50025985	COST CENTER NUMBER /FUND	WORK PARISH East Baton Rouge	PERSONNEL SUBAREA 5000
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EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT Denise Ackoury
AGENCY/DEPARTMENT – OFFICE – DIVISION Louisiana Housing Corporation/ Asset Management - Quail Drive		HUMAN RESOURCES TELEPHONE ( 225 ) 763-8700
OFFICIAL TITLE OF SUPERVISOR Compliance Examiner Assistant Manager	DIRECT SUPERVISOR'S POSITION NUMBER 50494061	HUMAN RESOURCES EMAIL dackoury@lha.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
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## 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)  E. KETHA CUNNINGHAM EXECUTIVE DIRECTOR	DATE 11/21/17	<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.

This position provides administrative support to the Asset Management Department, which includes Desk Monitoring, Compliance / Construction, and Environmental Services.

30% - Performs clerical responsibilities to assist the staff of the Asset Management Division. Proofreads, edits, and recommends revisions on policy manuals, letters, reports, and other written documents. Proofreads documents and correspondence requiring the signature of a Team Lead. Serves as liaison for the Department between and amongst other departments, customers, vendors and agencies in the scheduling of HQS certified inspections and other related task.

25% - Compiles information from various sources and prepares reports, documents, correspondences and agendas in accordance to departmental standards. Performs mail merges and mails follow-up notifications for fees, audits, and documents; second request letters; HUD tenant data correspondence, and any other mass correspondence as required.

20% - Organize and maintain departmental files; both physical and electronic. Performs electronic transfer of LIHTC, HOME, CDBG applications to the Housing Development Software (HDS). Scans and uploads Consent/Transfer Request documents. Performs quality control and data integrity review of files and master logs. Maintains, organizes, and updates departmental record retention. Retrieves data from computer files and/or filing cabinets for routine inquiries, section reports, and other sources of information. Scans and moves scanned files to computer directories to archive electronic documents. Provides routine updates to all systems / data sources utilized by the Department.

15% - Organizes training events and materials. Prepares travel authorizations, travel reimbursements and requisitions for the purchase of supplies, equipment and agency apparel. Organizes and prepares materials for board meetings.

10% - Performs other duties as assigned.



