

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50640722

Allocation Action:	New Position
Official Allocation:	ADMIN ASST 6
Job Code:	171200
Pay Level:	AS-614
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	04/05/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189068
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  
Executive Staff OfficerREQUESTED PAY LEVEL  
AS616REQUESTED OFFICIAL JOB CODE  
119760

## 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  
VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / EXECUTIVE ADMINISTRATION / QUAIL

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

EXECUTIVE DIRECTOR

DIRECT SUPERVISOR'S POSITION NUMBER

50308469

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 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)

Bradley R. Sweazy  
Interim Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

4/4/22

## 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 Executive Staff Officer will provide high-level administrative support to the Executive Director and other senior staff.

90%

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Composes and transmits directives or assignments to executive staff on behalf of department heads.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff, with high level of confidentiality.
- Arranges travel and accommodations for Executive Director.
- Schedules and attends meetings on behalf of the Executive Director, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of the Executive Director, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by the Executive Director.
- Performs other related duties as assigned.

10%

- Other duties as assigned.

# Louisiana Housing Corporation – Executive Director

03/2022

