

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50468978

Allocation Action:	Affirmed
Official Allocation:	EMO
Job Code:	173450
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/16/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	184729
Consultant:	CDU
Supervisor:	JLR



POSITION DESCRIPTION

Form Revision Date: 7/2021

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
50468978CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
EXECUTIVE MANAGEMENT OFFICERCURRENT PAY LEVEL
AS618CURRENT OFFICIAL JOB CODE
173450

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

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 / QUAIL / EXECUTIVE ADMINISTRATION

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)

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

11/15/21

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 Louisiana Housing Corporation is a non-paid LaGov/HCM agency. The Executive Management Officer will work as the Special Assistant of the Executive Director for the Louisiana Housing Corporation (LHC) by providing high level expertise for project planning and management; coordinating and participating in development and implementation of policies. Coordinating and performing professional and confidential special projects functions; work activities for initiatives and other administrative duties as assigned.

40%

- Prioritize and manages multiple projects simultaneously and follow-up on time-critical issues; directs assigned projects as necessary and serves project lead for planning of special events and meetings, coordinate and execute under the direction the Executive Director; special projects may include task implementation, scheduling, logistics; staff communication; special research assignments, processes and preparation, collection, and review. Prepares a wide variety of material for the purpose of documenting activities and issues, assists in research, content development; and creation of presentations.
- Review current/long-range programs and planning; prepare revisions to enhance operations and report recommendations; advise the Executive Director on internal policy and organizational issues to ensure the activities and needs of the organization support the Corporation's mission; and as requested, prepare and/or update drafts of policy for review.

35%

- Responds to and meets with a broad range of internal and external individuals, constituents, organizations, frequently related to matters of immediate concern, and coordinates responses, solutions, and follow-up with the Executive Director. Serve as liaison between internal and external communication and management to resolve problems and expedite resolutions.
- Provide analyses and recommendations for process improvements and develop systematic procedures that enhance the effectiveness and efficiency of the Corporation; participate in the strategic planning process; monitor initiatives established by the Executive Director to ensure timely and successful completion by all staff; recommend department initiatives in order to implement professional growth and development for Corporation.

20%

- Track Executive Director's deadlines based on agreed priorities and deadlines assigned; assist the confidential assistant with planning, organizing and setting up meetings on behalf of the Executive Director; research, collects and prepares background information and materials as necessary; at times may be required to schedule sensitive and confidential appointments in conditions that require the utmost discretion.

5%

- Perform other duties as assigned.

Louisiana Housing Corporation – Executive Director

11/2021

Interim Executive Director
50308469
Bradley Sweazy.

Confidential Assistant
50361437
Barry Brooks

