

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308603

Allocation Action:	Reallocated Up
Official Allocation:	ADMIN COORD 4
Job Code:	168070
Pay Level:	AS-611
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	09/10/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	172635
Consultant:	CDU
Supervisor:	VWK



POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF 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 POSITION

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50308603

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

Administrative Coordinator 3

CURRENT PAY LEVEL

AS-609

CURRENT OFFICIAL JOB CODE

168060

REQUESTED OFFICIAL JOB TITLE

Administrative Coordinator 4

REQUESTED PAY LEVEL

AS-611

REQUESTED OFFICIAL JOB CODE

168070

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

ORGANIZATIONAL UNIT NUMBER
50535404

COST CENTER NUMBER /FUND

WORK PARISH
East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☒ NON-EXEMPT ☐ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Perkins, Marva

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Facilities Operations / Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Administrative Program Manager 2

DIRECT SUPERVISOR'S POSITION NUMBER

50468924

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

Braci Barnes

50538751

Administrative Coordinator 4/ LHC

Alexxa Moore

50549314

Administrative Coordinator 4/ LHC

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.

Edselle Keith Cunningham, Jr.
LHC Executive Director

Sept.
03,
2020

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.

40% Procurement

Performs responsible departmental-program duties in accordance with rules, regulations, and policies. Communicates often with department heads and vendors.

Serves as liaison and contact person for the agency or department between and amongst other departments, customers, vendors, and agencies.

Performs entry professional level procurement tasks from the time of need until the materials are received and approve for use. Prepares requisitions for the purchase of supplies. Routes Purchase Orders for signatures. Tracks approval of Purchase Orders and delivery of supplies.

Procures through proper vendor selection, solicitation, delivery, and terms and conditions. Consolidates purchases of like or common items to obtain maximum economic benefit for the entire agency.

Follows up on deliveries; expedites, non-delivery, receives, inspects for quality.

Establishes and maintains records of procurement transactions; establishes and maintains files of qualified vendors.

Provides direction, training and guidance to agency personnel in resolving routine and non-routine procurement related problems. Participates in training and workshops for agency personnel.

20% Inventory Management

Responsible for inventory management, develops inventory classifications, maintains minimum stocks, establishes economic order levels, maintain inventory records. Records and maintains control of inventory items, supplies, technology equipment, furniture and other items requested and maintained by departments.

Maintains technology equipment inventory. Enters information into automated inventory system when received. Records when, where, and to whom technology equipment is assigned.

25% Mail Room and check documenting

Manages mail room activities. Sorts all incoming and outgoing mail. Maintains mail machine and related supplies. Attaches appropriate postage.

Manages mail pick-up and the mail distribution process. Ensures all incoming priority mail packages, responses to RFPs, and other packages are recorded and distributed to the specific departmental designee.

Enters all checks received into an electronic database for tracking. Maintains the tracking database, electronic checks, and the mail log.

- 5% Provides backup to Administrative Coordinator 3 (receptionist position) by answering phones and directing calls, greeting visitors and assisting them, and dispatching and managing the fleet vehicles.
- 5% Provides backup to IT Equipment Operator 3 by assisting with document management and LaserFiche scanning. Assists with the maintenance of surplus equipment and furniture.
- 5% Performs any other duties as assigned.

POSITION DESCRIPTION**ADMINISTRATIVE COORDINATOR 3****POSITION # 50308603****COMMENTS**

The Louisiana Housing Corporation is requesting consideration of a reallocation up to an Administrative Coordinator 4. The position has further developed since last updated on 04/26/2018. In comparison to the duties and responsibilities listed in the current position description, the incumbent now practices more independent judgement for the procurement, property control, and check management programs. The incumbent has been assigned full responsibilities for programs with which she used to assist.

The responsibilities have grown from assisting with purchases and distribution of supplies, stocking, ordering, etc. to being the person responsible for these duties. This is also true for the Property Control Program. The responsibilities have grown from assisting with property control to managing property control. The significance of managing incoming checks has become greater. The management of this function has increased efficiencies in both the Facilities Operations and the Accounting Services department.

Louisiana Housing Corporation – Facilities Operations

07/2020

