

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50621066

Allocation Action:	New Position
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/04/2021
Position Audited:	No
Audit Date:	
Comments:	New Position 50621066

Log Number:	181665
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
0A04

POSITION NUMBER

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

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE
HOUSING FINANCE MANAGERREQUESTED PAY LEVEL
AS619REQUESTED OFFICIAL JOB CODE
163710

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

ORGANIZATIONAL UNIT NUMBER
50464677WORK 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

Employee Qualifies For Job

HUMAN RESOURCES CONTACT

☐ Yes ☐ No

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation / Mid-City / Homelessness

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50465486

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
Winona Connor	50482086	Housing Finance Manager

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

2

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	<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)  Bradley R. Sweazy LHC Interim Executive Director	DATE AUG 03, 2021	<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.

The structure, role, and responsibilities in this job description should be fully implemented in the context of a threat or hazard, in anticipation of a significant event, or following an incident.

FTE%	Tasks	Description
50%	Management, Operations, Planning and Reporting	<p>Lead, coordinate, and drive the disaster response process.</p> <p>Develop pre-disaster partnerships to ensure engagement of all potential resources.</p> <p>Coordination of partners and resources to ensure the continuity of services and support to meet the needs of affected community members who have experienced the hardships of financial, emotional, and/or physical impacts of devastating disasters.</p> <p>Pre-disaster preparedness/planning including, but not limited to: coordinating with whole community partners, mitigating risks, incorporating continuity planning, identifying resources, and developing capacity to effectively manage the response/recovery process through collaborative and inclusive planning processes.</p> <p>Establish pre-disaster and post-disaster response/recovery process to determine response/recovery functions, roles, structures, and funding for disaster recovery efforts to expedite the recovery process, including planning for and training .</p> <p>Describing key factors, activities, and considerations for pre- and post-disaster response/recovery planning.</p> <p>Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience</p> <p>Improve future operational coordination through continual process improvements.</p>
30%	State, Federal and Inter-agency Partnerships and Outreach	<p>Serves as working group chairman and meeting facilitator on the LA Disaster Housing Task Force. Attends various community meetings and planning sessions as part of the National Disaster Recovery Framework</p> <p>Serves as working group chairman and meeting facilitator on the LA Disaster Housing Task Force. Attends various community meetings and planning sessions as part of the National Disaster Recovery Framework.</p> <p>Assess preliminary housing impacts and pre- and post-disaster needs and identify available LHJ options for temporary housing. This takes extensive knowledge of LHC programs in order to create a model to respond for short term and long term community recovery and resilience.</p> <p>Serves as the lead on each outreach with mayors, police jury presidents, state legislators, consultants, engineers, etc.</p> <p>Working with Housing Recovery Deputy Administrator and Manager to ensure continuity of services to disaster affected communities.</p>
10%	Monitoring and Compliance	<p>Performs advanced consultative, coordination, performance management, disaster response and recovery planning and research work for existing disasters including mitigation measures against future disasters.</p>

		<p>Ensures appropriate procurement procedures are followed, as applicable to the proposed scope of work outlined within contractual agreements required for various disaster related response projects.</p> <p>Performs work of direct reports in their absence as necessary. Performs any other work tasks as assigned.</p>
10%	Administrative duties, Staffing, Training	<p>Assists in training and development of the Housing and Homeless Services and Housing Recovery Staff in relation to past, ongoing and future disasters.</p> <p>Performs daily oversight of Disaster Response team members (if applicable).</p> <p>Troubleshoots various issues that may arise throughout the day.</p>

Louisiana Housing Corporation – Homelessness Solutions

05/2021

