

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50617420

Allocation Action:	New Position
Official Allocation:	MARKETING REP SUPV
Job Code:	159900
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/02/2021
Position Audited:	No
Audit Date:	
Comments:	New Position # 50617420 Not to be used as comparable.

Log Number:	179751
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

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	POSITION NUMBER
0A04	
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
AS618	159900

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

REQUESTED OFFICIAL JOB TITLE

MARKETING REPRESENTATIVE SUPERVISOR

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

ORGANIZATIONAL UNIT NUMBER 50025986	COST CENTER NUMBER / FUND	WORK PARISH EBR	PERSONNEL SUBAREA 5000
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> 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 / HOMEOWNERSHIP / QUAIL		HUMAN RESOURCES TELEPHONE (225) 763-8841
OFFICIAL TITLE OF SUPERVISOR HOUSING FINANCE DEPUTY ADMINISTRATOR	DIRECT SUPERVISOR'S POSITION NUMBER 50468925	HUMAN RESOURCES EMAIL DENISE ACKOURY

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

3

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)  PRINT NAME AND TITLE OF APPOINTING AUTHORITY	BRADLEY SWEAZY via Delegation of Authority (attached) Bradley Sweazy LHC COO	DATE May 28, 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.

DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF Orangeburg

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the Parish and State aforesaid, personally came and appeared:

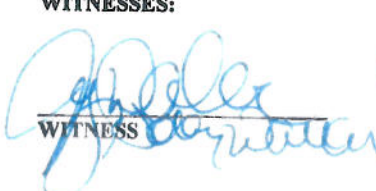
**JENNIFER VIDRINE, CHAIR
LOUISIANA HOUSING CORPORATION BOARD OF DIRECTORS**

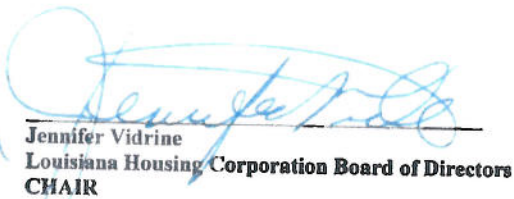
who, having been duly sworn, did depose and say:

1. That she is Chair of the Louisiana Housing Corporation Board of Directors (the "Board");
2. That she does hereby delegate and authorize the appointing authority of the Louisiana Housing Corporation (the "Corporation") to Bradley R. Sweazy effective April 15, 2021 through such time as she and/or the Board determine that such appointment shall cease to be effective, to act as appointing authority, to sign all documents to the same effect as the appointing authority, including, but not limited to, the authority to take, initiate, approve, and sign formal disciplinary actions, take action and sign the documentation necessary to hire, promote, grant merit increases, and any and all other personnel actions involving any and all employees of the LHC and LHA; and
3. That she does hereby delegate the authority to Bradley R. Sweazy to sign contracts, agreements, and any and all other documents that bind the Corporation, and which are necessary to be signed during the effective period of this delegation of authority.

THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Ville Platte, Louisiana this 15 day of April, 2021.

WITNESSES:


WITNESS


Jennifer Vidrine
Louisiana Housing Corporation Board of Directors
CHAIR


WITNESS Barry E. Brooks


NOTARY PUBLIC
J. GREGORY VIDRINE
BAR ROLL NO. 32743
STATE OF LOUISIANA
MY COMMISSION IS FOR LIFE

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 reports to a Program Administrator.

This position involves the supervision of the marketing/training outreach staff and Homebuyer Education staff

Currently there are two marketers/outreach specialist and one HUD Counselor.

JOB DUTIES

30% - Scheduling and monitoring of marketers/training and counselor staff;

25% – Participating, scheduling and coordination of all outreach events throughout the state; insuring that each section of the state is reached regarding LHC Homeownership and other initiatives as appropriate – events must be kept on a comprehensive shared calendar with Homeownership; public presentations and workshops as need to effectively represent the Corporation

20%) Interaction and coordination with compliance team and public affairs to promote superior customer service in all aspects;

10 % - Analysis and submission of weekly outreach reports with inclusion of the following week's outreach and objectives;

5% - Ensure that all licenses and certifications are kept current which are required by the State to administer Real Estate Continuing Education Courses;

5% - Build out of an annual documented marketing plan with specific goals, benchmarks and targets to include the state and new lenders, realtors and partnership

5%) Any other duties that may be needed for the success of the homeownership/outreach department

Technical Skills Required

1. Proficiency using Word, Excel, Video Platform (such as Zoom) and social media platforms (including Facebook, Twitter, etc.
2. Basic accounting/numeric efficiency, demonstrate competency with using and manipulating numeric data.
3. Basic knowledge of mortgage lending and affordable housing preferred

Performance Skills Required

1. Leadership skills - ability to assess what is need to accomplish a task, give staff assignments, properly monitor the status of the assignments, review the tasks assigned.
2. Ability to act as a liaison between technical staff, lenders and realtors objectively while upholding LHC's core values;
3. Analytical ability – the ability to research base issues involved in a problem or situation; look at the facts and present a comprehensive solution or approach to solve the problem;
4. Ability to successfully implement strategies and protocols for the effective and smooth operation of the department;
5. Excellent customer service skills, responding to requests, not being quickly offended under fire.
6. Thinking on your feet.

Louisiana Housing Corporation – Homeownership

05/2021

