

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50465625

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN MGR
Job Code:	163710
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190741
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
0A04POSITION NUMBER
50465625CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
HOUSING FINANCE MANAGERCURRENT PAY LEVEL
AS619CURRENT OFFICIAL JOB CODE
163710

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
50464678WORK PARISH
EBRPERSONNEL SUBAREA
5000EMPLOYEE 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

VACANT

☐ Yes ☐ No

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / COMMUNITY PLANNING & DEVELOPMENT

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER

50465487

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

LIZA BERGERON

50465626

HOUSING FINANCE MANAGER

MITCHELL CHAUVIN

180454

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

1

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)

Joshua G. Hollins
Executive Director
PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

5/12/22

☒ 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.

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 Community Planning & Development Manager is responsible for the oversight, organization, and administering all programs supervised utilizing the Community Development Block Grants (CDBG) / Disaster Recover (DRG) funds, U.S. Department of Agriculture (USDA) funding, and additional defined governmental funding sources. The incumbent is required to mediate policies and procedures. They must have a working knowledge of loan processing, multi-family residential lending, and property appraisal. The incumbent must also have the ability to enforce State, Parish, and City laws regulations concerning housing. The potential candidate must also have an understanding of public housing management, financial management for Section 8 governmental programs. The duties will also require the monitoring of housing programs to ensure that compliance statutes are followed to prevent possible misuse of federal funding. The incumbent must also have experience in administering and supervising Flood related programs.

50% - Program Management, Operations and Reporting

- Responsible for addressing any health, safety, and tenant issues; ensures that owners/ agents have corrected all deficiencies and maintains appropriate documentation or evidence to support corrective actions.
- Analyzes the state's needs and develop current and long-range goals, policies, and funding criteria for programs.
- Review and formulate revisions of rules, regulations, and procedures for assigned programs and transfers information to the planning staff.
- Prepare written reports documenting findings that are instrumental in initiating corrective actions.
- Interprets federal and state guidelines for implementing programs.
- Resolves conflicts over interpretation of federal and state law, policies and regulations.
- Conduct in depth research of the background and intent of federal housing regulations and programs in order to make decisions and provide advice and assistance to mayors and other interest parties.
- Oversee the preparation of budgets for assigned programs and projects.

20% - State, Federal and Inter-agency Partnerships and Outreach

- Creates an outreach model where local jurisdictions are informed of all opportunities available through the LHC. This takes extensive knowledge of LHC programs in order to create a mode for long-term community resilience.
- Serve as lead on each outreach with mayors police jury presidents, state legislators, consultants and engineers.

10% - Administrative Duties, Staffing and Training

- Assists in the hiring, training, development, and management of the Recovery Housing staff.
- Performs daily oversight of the Recovery Housing Staff.
- Provide technical assistance and training to staff, lenders, underwriters, consultants, and developers of the rules, regulations and policies associated with assigned program through workshop, correspondence, telephone contact and program manuals.

15% - Monitoring and Compliance

- Performs advance consultative, contract management, performance monitoring, and disaster recovery planning and research work for existing Hurricane Disaster Recovery Housing Programs to include, mitigation measures against future disasters.
- Ensures appropriate procurement procedures are followed, as applicable to the proposed scope of work outlined within contractual agreement required for various housing related projects.

5% - Other

- Performs work of direct reports in their absence as necessary.
- Performs any other work tasks assigned.

04/2022

