



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/31/2016

Agency: Oregon Housing and Community Services

Division: Housing Finance Division

Agency Status: New, Revised, Reviewed 10/31/2016

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Form fields for position information including Classification Title (ESS1), Classification No (C0118), Established Date (07/01/2015), Position No (0001431), Working Title (OHSI Administrative Coordinator), Agency No (91400), Section Title (OHSI), Budget Auth No (001228640), Employee Name (VACANT), Repr. Code (OAS), Work Location (Salem- Marion), Supervisor Name (Betty Merrill), Position type (Limited Duration, Full-Time), FLSA status (Non-Exempt), and Overtime eligibility (Yes).

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Oregon Housing and Community Services (OHCS) provide stable and affordable housing, and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS's Housing Finance Division serves as the state's housing finance agency. OHCS provides financial support to create and preserve quality, affordable housing for Oregonians of lower and moderate incomes. The Housing Finance Division administers federal and state funded multifamily rental housing resources to facilitate the increased availability of safe, decent, affordable housing for Oregonians with low incomes. This includes the development of new multifamily units and the acquisition and rehabilitation of existing multifamily units; the support of homeownership for low and moderate income Oregonians through single family programs; the long term maintenance of

affordable multifamily housing through asset management and compliance; debt management; and foreclosure assistance under the Oregon Homeownership Stabilization Initiative (OHSI).

Housing Finance Division: OHSI

The Oregon Homeownership Stabilization Initiative within the Housing Finance Division is a foreclosure prevention program that assists at-risk homeowners avoid foreclosure. The program is funded through the US Department of Treasury Hardest Hit Fund, or the Troubled Asset Relief Program (TARP). Oregon has received \$314.5 million to date and must expend these resources by 2020. The impacts of foreclosure and housing stability are significant, and this Initiative helps homeowners to avoid foreclosure. To date, nearly 12,514 homeowners have received assistance.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to perform administrative tasks and provide program coordination assistance to the Section Administrator and other OHSI Core Team members including an Intake Coordinator, Operations Manager, and Senior Accountant.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/ NC	E/ NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
50	NC	E	<p>Administrative Support</p> <ul style="list-style-type: none"> • Provide administrative support to division staff including managing calendars, scheduling meetings, and making travel arrangements. • Work with Section Administrator, other State Agencies and OHCS staff to identify and procure resources required by the division including office space, IT equipment, and other resources. • Serve as a contact point for the Section to Federal Partners, State Legislative representatives, and other internal and external stakeholders to answer questions, refers calls, emails, or other correspondence to appropriate Division staff. • Serve as OHSI liaison to Human Resources staff by assisting with specific areas of recruitment, new employee orientation and separations. • Create and maintain mailing and contact lists of a variety of partners and program funding recipients. • Provide transcription, note taking, and other administrative support during Board or Advisory Committee meetings. • Maintain a high attention to detail while managing competing priorities.
25	NC	E	<p>Program Support</p> <ul style="list-style-type: none"> • Work with program delivery staff to support OHSI programs as needed. • Work directly with program assistance recipients and partners by phone, email, or in person to help guide them to partner organizations and programs. • Work collaboratively with staff to provide outreach materials.
20	NC	E	<p>Business Process Development Assistance & Federal Reporting</p> <ul style="list-style-type: none"> • Work with the OHSI’s Management to provide resources and develop procedures to ensure OHSI programs are successful. • Assist with monthly and quarterly reporting, maintaining records and procedures. • Contact partners and funding recipients to ensure timely and accurate completion of

			reporting requirements.
5	NC	NE	Other duties as assigned by management to meet business needs.
100			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Working conditions include tight, multiple deadlines, occasional long hours of work, evening meetings, and travel. Typical open-office landscape with frequent interruptions and distractions. This position may involve occasional travel on official State business. Should you choose to drive a motor vehicle you must have a valid driver license and an acceptable driving record. If not, you must have an alternate method of transportation. Compliance with ORS 807.020 (1) is required. It is required that drivers of state-owned vehicles complete a defensive driving safety class every two years.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

OHSI Application to the US Department of Treasury, Oregon Revised Statutes, Oregon Administrative Rules, Division Policy and Procedures, Department of Administrative Services Policy and Procedures

b. How are these guidelines used?

Must be able to use guidelines as resource to develop required programmatic reports and other materials, and be able to present complex program information to program recipients and other interested persons to perform the daily demands of this job. Guidelines will define the information needed to maintain accurate records and files.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Other State Agencies	Person/Phone/Email	Discuss policies/procedures, resolve problems, respond to questions.	As needed
OHCS Staff	Person/Phone/Email	Discuss policies/procedures, resolve problems, respond to questions.	As needed
Local Government Agencies	Person/Phone/Email	Discuss partnerships, policies, resolve problems, and develop procedures.	As needed
Private Businesses	Person/Phone/Email	Discuss partnerships, policies, resolve problems, and develop procedures.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position works with a high degree of independence implements decisions made by management as to procedures, documents required, how to respond to questions about program guidelines and determines when questions should be forwarded to program staff positions. Incorrect responses, decisions, or

programmatically reports can negatively affect the program and the Department's ability to administer affordable housing subsidy programs.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM E	0001429	In person, in writing, by phone	Daily, annually	To review work products, annual performance evaluation.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | | |
|---|--|--|
| <input type="checkbox"/> Plans work | <input type="checkbox"/> Assigns work | <input type="checkbox"/> Approves work |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Hires and discharges | <input type="checkbox"/> Recommends hiring | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Prepares & signs performance evaluations | | |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

At Oregon Housing and Community Services:

- Our **Vision** is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.
- Our **Mission** is to provide stable and affordable housing and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians.
- Our **Core Values**: Collaboration – Compassion – Equity – Integrity – Leadership – Transparency.

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The individual in this position is expected to (a) create a professional environment focused on high productivity; (b) model sound work habits, through personal example and leadership, (c) maintain accurate and current office records (time sheets, travel expenses records, weekly reports, etc.) and submit these for appropriate action in timely manner; (d) actively contribute, participate, and engage in department meetings and other settings, and (e) complete special projects and other duties as assigned.

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

The individual in this position must have good written and computer skills and excellent verbal communication and presentation skills. Punctuality and regular, consistent attendance are key elements of this position.

Have at least three years of clerical/secretarial experience which included: one year at a full performance level performing typing, word processing, or other generating of documents; and lead work responsibility or coordination of office procedures.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date