

**Section 4-02.**

**Legal Department.**

A. The district attorney of the judicial district serving Livingston Parish shall serve as legal adviser to the council, president and all departments, offices and agencies and represent the parish government in legal proceedings.

B. No special legal counsel shall be retained by the parish government except by written contract for a specific purpose approved by the favorable vote of a majority of the authorized membership of the council. Such authorization shall specify the compensation, if any, to be paid for such services.

**Section 4-03.**

**Finance Department.**

A. The director of finance, at the time of appointment, shall have at least a bachelor's degree in business administration or a related field from an accredited college or university, and at least two (2) years experience in a responsible managerial or administrative fiscal position OR five (5) years experience in a responsible managerial or administrative fiscal position.

B. The director of the finance department shall direct and be responsible for:

- (1) Collection (except where specifically otherwise provided for by law) and custody of all monies of the parish government from whatever source
- (2) Assistance to the president in the preparation of the annual operating budget and the capital improvement budget.
- (3) Maintenance of a record of indebtedness and the payment of the principal and interest on such indebtedness.
- (4) Ascertaining that funds are available for payment of all contracts, purchase orders and any other documents which incur a financial obligation for the parish government, and that such documents are in accordance with established procedures.
- (5) Disbursement of parish funds.
- (6) Administration of a uniform central accounting system for all parish departments, offices and agencies.
- (7) Preparation of a monthly statement of revenues and expenditures which shall be completed and made available for public inspection not later than thirty (30) days after the end of each month.
- (8) Procurement of all personal property, materials, supplies and services required by the parish government under a central purchasing system for all departments, offices and agencies in accordance with applicable state law, council policy and administrative requirements.
- (9) Investment of idle funds, as permitted by law.
- (10) Preparation of all intergovernmental grant applications on behalf of the parish government and informing departments, offices and agencies of all relevant local, state and federal programs.
- (11) Maintenance of an inventory of all parish real and personal property.
- (12) Other such activities as may be directed by the president.

**Section 4-04.**

**Public Works Department.**

A. The director of public works, at the time of appointment, shall be a graduate registered civil engineer with at least two (2) years related experience in a responsible engineering position OR at least five (5) years related public works experience in a responsible managerial or administrative engineering position.

B. The director of the public works department shall direct and be responsible for: