

**RESOLUTION NO 7 OF 2023**

**A RESOLUTION TO CREATE THE POSITION OF DIRECTOR  
OF COUNCIL AFFAIRS, AND OTHERWISE PROVIDING WITH  
RESPECT THERETO**

**BY: COUNCILMAN ALAN JACKSON, JR.**

**WHEREAS**, in accordance with Shreveport City Charter Section 4.12, the Shreveport City Council may employ and fix the salaries of employees necessary for the exercise of its functions as set out in the Charter;

**WHEREAS**, the City Council finds it necessary to create the position of Director of Council Affairs.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Shreveport in due regular and legal session convened that the position of Director of Council Affairs is hereby created. The Director of Council Affairs shall be elected by the City Council. The responsibilities and duties of the Director of Council Affairs shall be as follows:

1. Manage the affairs between the Council and constituents.
2. Prepare all communications of the Council.
3. Act as a liaison between the Council and constituents by:
  - a. Communicating the vision of the Council to constituents;
  - b. Ensuring that concerns, problems, and/or inquiries are addressed; and
  - c. Coordinating a constituency newsletter for each district.
4. Perform other duties and responsibilities as may be assigned by the City Council.

**BE IT FURTHER RESOLVED** that if any provision of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this resolution which can be given effect without the invalid provisions, items, or applications and to this end the provisions of this resolution are hereby declared severable.

**BE IT FURTHER RESOLVED** that all resolutions or parts thereof in conflict herewith are hereby repealed.

**APPROVED AS TO LEGAL FORM:**

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City Attorney's Office

