

tion stating the reasons for his removal. The manager may reply in writing and may request a public hearing, which shall be held not earlier than twenty days nor later than thirty days after the filing of such request. After such public hearing, if one be requested, and after full consideration, the board of county commissioners, by majority vote of its members may adopt a final resolution of removal. By the preliminary resolution, the board of county commissioners may suspend the manager from duty, but shall in any case cause to be paid him forthwith any unpaid balance of his salary and his salary for the next three calendar months following the adoption of the preliminary resolution.

62E. In the performance of his duties as set forth in this article, the county business manager shall represent the county in all departments of the county government. It is the intent of this article to place under his direct supervision all departments, offices and agencies of the county government within the limits now or hereafter imposed upon the jurisdiction of the board of county commissioners and to make available his services to all other departments, offices and agencies of the county government which in the interest of efficiency and economy may voluntarily delegate to him certain functions. This article and all other relevant acts applying to the county shall be liberally construed with a view to enabling the board of county commissioners, the county business manager and all other county departments, offices and agencies to realize the maximum advantages to be attained from integrated management of the affairs of the county.

62F. The county business manager shall devote his full time to the work of the county and shall not accept any other employment or compensation while serving as county business manager, without the consent and approval of the board of county commissioners. The county business manager shall be the chief executive officer officer and executive secretary to the board of county commissioners. He shall be responsible to the board of county commissioners for the proper administration of all affairs of the county and to that end, subject to the provisions of the preceding section, shall be required to:

(a) Appoint and, when necessary for the good of the service, remove any officers and employees of the county, except as he may authorize the heads of the respective departments or offices to appoint and remove subordinates in such departments or offices;

(b) Prepare and submit to the board of county commissioners at the end of each fiscal year a complete report on finances and administrative activities of the county for the preceding year as provided in Section 501 of this Code;

(c) Keep the board of county commissioners advised on the financial condition and future needs of the county and make such recommendations as may seem to him desirable;

(d) Serve as county purchasing agent for the purchase of supplies, materials and equipment for all county departments and offices. All purchases or contracts involving an expenditure of