

CHAPTER 48
FINANCE, DIRECTOR OF

48-1. OFFICE ESTABLISHED.

A. APPOINTMENT OF DIRECTOR AUTHORIZED; BOND REQUIRED; TERM AND QUALIFICATIONS. THERE IS HEREBY ESTABLISHED THE OFFICE OF THE DIRECTOR OF FINANCE OF CHARLES COUNTY, AND THE COUNTY COMMISSIONERS OF CHARLES COUNTY ARE HEREBY AUTHORIZED TO APPOINT A DIRECTOR OF FINANCE AT A SALARY TO BE FIXED BY SAID COMMISSIONERS. SAID DIRECTOR SHALL HOLD OFFICE FOR A TERM AS DIRECTED BY THE COUNTY COMMISSIONERS AND WILL EXECUTE IN FAVOR OF THE COUNTY COMMISSIONERS OF CHARLES COUNTY A BOND OF SUCH AMOUNT AS THEY SHALL PRESCRIBE, WITH APPROPRIATE CORPORATE SURETY TO BE APPROVED BY THEM. THE PREMIUM FOR THE BOND SHALL BE PAID OUT OF COUNTY FUNDS. THE DIRECTOR SHALL BE SELECTED SOLELY ON THE BASIS OF HIS EXECUTIVE, ADMINISTRATIVE AND FISCAL ABILITIES, WITH PARTICULAR REFERENCE TO HIS ACTUAL EXPERIENCE IN THE KNOWLEDGE OF ACCEPTED PRACTICE AND PROCEDURE RESPECTING DUTIES OF HIS OFFICE AS SET FORTH IN THIS CHAPTER.

B. ADMINISTRATIVE RESPONSIBILITIES. THE DIRECTOR OF FINANCE SHALL DEVOTE HIS FULL TIME TO THE WORK OF THE COUNTY, AND HE SHALL BE RESPONSIBLE TO THE COUNTY COMMISSIONERS FOR THE PROPER ADMINISTRATION OF HIS AFFAIRS. THE DIRECTOR OF FINANCE MAY EMPLOY, WITH THE APPROVAL OF THE COUNTY COMMISSIONERS, SUCH ASSISTANTS AS HE MAY DEEM NECESSARY FOR THE PROPER PERFORMANCE OF HIS DUTIES. HE SHALL AT ALL TIMES BE HELD RESPONSIBLE FOR THE PROPER DISCHARGE OF HIS DUTIES, BUT MAY DELEGATE SUCH AUTHORITY AS HE DEEMS NECESSARY TO CARRY OUT THE DUTIES OF HIS OFFICE TO APPROPRIATE OFFICERS AND EMPLOYEES. DURING HIS TEMPORARY ABSENCE OR DISABILITY, THE DUTIES OF THE DIRECTOR OF FINANCE SHALL BE PERFORMED BY A QUALIFIED ADMINISTRATIVE OFFICER OF THE COUNTY DESIGNATED, IN WRITING, BY THE DIRECTOR OR BY RESOLUTION OF THE COUNTY COMMISSIONERS IN THE EVENT THAT THE DIRECTOR FAILS OR IS UNABLE TO MAKE SUCH DESIGNATION.

C. POWERS AND DUTIES GENERALLY. THE DIRECTOR OF FINANCE SHALL HAVE THE FOLLOWING POWERS AND DUTIES:

(1) TO SUPERVISE THE FINANCIAL ADMINISTRATION OF EACH OFFICE, DEPARTMENT, BOARD, COMMISSION, INSTITUTION OR OTHER AGENCY OF COUNTY GOVERNMENT OF ANY KIND, TO PERIODICALLY STUDY AND INVESTIGATE THE ORGANIZATION AND MANAGEMENT AND THE BOOKKEEPING AND ACCOUNTING PROCEDURES OF SUCH AGENCIES AND TO DIRECT SUCH AGENCIES TO ADOPT AND FOLLOW SUCH METHOD OF CONDUCTING THEIR OFFICES OR OF KEEPING BOOKS AND