

ments and other County officials shall keep their offices open for public business as a minimum from 9 A. M. to 4.30 P. M. every day except Sundays, legal holidays and Saturday afternoons. When there is an accumulation of business in any office, such office shall be kept open after 4.30 P. M. as may be required by the County Supervisor.

268E. The following officials, namely, County Comptroller and Accountant, Counsel and Assistant Counsel to the County Commissioners, County Purchasing Agent, County Civil Service Commissioner, Chief of Police, County Engineer, Assistant County Engineers, the County Road Supervisors, the Clerk and Assistant Clerk to the County Commissioners at Rockville and the Clerk at the Bethesda County Building and the Clerk at the Silver Spring County Building, appointed by the County Commissioners, shall be designated as policy-determining or public relations officials of the County, but with the exception of the Counsel and Assistant Counsel to the County Commissioners, shall, in the discharge of their duties, first be responsible directly to the County Supervisor and then to the County Commissioners. All matters of daily routine are to be cleared and determined to the fullest extent possible between the County Supervisor and the policy-determining or public relations County officials and employees. Each such policy-determining or public relations official or employee shall have the right, on simultaneous notice to the County Supervisor, to take any subject matter directly to the County Commissioners.

268F. The County Supervisor shall supervise and direct the work of the County Purchasing Agent, and shall supervise the regular routine work of all other County offices and departments, including the County police, engineering and road departments, and the employees in the offices of the County Treasurer, Supervisors of Elections and Board of Assessment. It shall be the duty of said Supervisor to familiarize himself with the daily routine operations of the offices and field forces of the County Board of Welfare and Health Departments and to supervise the administration and procedure of these agencies, including the expenditures of County funds provided by the County Commissioners for those departments.

268G. The County Supervisor, in addition to his other duties and functions, shall also prepare, in cooperation with the County Comptroller and Accountant, an annual expense budget showing in detail as well as in summary form, the amounts recommended for each office or department or agency of the County. He shall also submit an annual statement or budget showing a summary of all capital projects planned for the succeeding five years and an itemized statement or report