

ministrative director who shall also be Clerk to said County Commissioners, to confer upon him such duties and responsibilities as said Commissioners, from time to time, shall deem advisable, to make him responsible and accountable to said Commissioners for the proper performance of his duties and responsibilities, and to fix from time to time, regulate the salary or compensation of such employee or officer, and he shall receive such salary and the salary shall be payable in such manner as the County Commissioners shall determine.

(b) In addition to the duties and responsibilities conferred upon him by said Commissioners, he shall serve as Secretary to any commission or commissions appointed by said County Commissioners either by law or otherwise if said County Commissioners in the appointment of said commission or commissions shall, by resolution, so designate said [Clerk] *administrative director* as the Secretary thereof; he shall perform all duties and services now required by law or which may hereafter be required by law of him as the [Secretary and Clerk] *administrative director* to said County Commissioners.

(c) He shall make full, complete and accurate minutes of all transactions and proceedings of the Board of County Commissioners and of all orders passed by said board, and record the same in suitable and durably bound volumes with index to facilitate reference to all such transactions, proceedings and orders; he shall endorse, file, number and index all papers presented to the said board and acted upon by the same, and so arrange, keep and preserve them that by reference to such index and number such papers may at any time and all times be readily found []; he shall each year immediately upon and after the annual assessment and levy make out the assessment and levy book for each district in the County, which shall set forth the name of each taxpayer in said district and alphabetically for each district the aggregate amount of property, both real and personal assessed to each person or persons, or corporation, for each district, and the amount of State and County taxes due by each, together with the rate of State and County tax opposite each taxpayer's name.]

(d) He shall keep all necessary, suitable and appropriate books of accounts and therein enter in a clear, accurate and businesslike manner all the financial transactions of the County, and particularly showing from day to day, and at all times the amount of County moneys, securities and property in the hands of the County Treasurer or any other fiduciary officer of the County, the amount of taxes placed in the hands of the Treasurer and not accounted for by him; the amount of each and every appropriation, and of each and every warrant drawn by the Board thereon, with the name of the person to whom such warrant was drawn, the number, date and amount thereof, and also of its payment by the treasurer or any other financial agent of the County on whom drawn, as soon as such payment shall have been reported unto the Board, and he shall in all respects so keep such books that on any day the financial condition of the County and the status of any appropriation may be exactly and truly known immediately upon examination of said books and of the several accounts therein; he shall also keep a warrant book of Wicomico County, from which he shall make out every warrant which shall authorize the Treasurer of the County or any other financial agent of the County to pay out to any person or corporation, whatsoever, any sum of money, which warrant book, besides the warrant to be