

(1) *To be the chief administrative officer of the county and under the general supervision and control of the Board of County Commissioners to be responsible for and handle the day to day operations of the county government all as more particularly described in this section.*

(2) *To supervise and coordinate the administration of the functions of the several departments and administrative agencies of the county, and to carry on the general policies, orders and instructions of the Board of County Commissioners in the administration of the public local and other laws applying to the county.*

(3) *To recommend to the Board of County Commissioners, persons for appointment to the several offices and positions in the county government, subject to the provisions of the merit system.*

(4) *To prepare and make public a comprehensive annual report to the Board of County Commissioners COMMISSIONERS of the operations of the county government.*

(5) *To act as liaison officer in meetings of the several boards and agencies of the county government.*

(6) *To be responsible, through the Department of Public Works, for the care and custody of all county buildings and of all real and personal property of the county.*

(7) *To perform the functions of Clerk to the County Commissioners. He may administer an oath or affirmation to any person presenting a claim to the Commissioners against the County.*

~~(8) To perform such other duties and functions as may be assigned to him from time to time by the Board of County Commissioners.~~

~~(8) TO BE RESPONSIBLE FOR THE ADMINISTRATION OF THE CIVIL SERVICE COMMISSION.~~

~~(9) (8) TO PROVIDE ADEQUATE PROPERTY AND LIABILITY INSURANCE FOR THE COUNTY AND TO HELP IN ARRANGING FOR SURETY BONDS FOR SUCH COUNTY OFFICERS AND EMPLOYEES WHO ARE REQUIRED TO FURNISH BONDS.~~

*(d) The Director of Finance within the Office of Administration is created. The Board of County Commissioners of Harford County shall appoint a Director of Finance and he shall serve at their pleasure. He shall be responsible to the Director of Administration AND THE COUNTY COMMISSIONERS for the performance of his duties. THE DIRECTOR OF FINANCE SHALL DEVOTE HIS FULL TIME TO THE WORK OF THE COUNTY.*

*(1) The Director of Finance shall be appointed solely on the basis of his integrity, managerial ability, technical knowledge, qualities of leadership, professional attitude, and of his executive and administrative qualifications for the performance of the duties of his office.*

*He shall have had, prior to his appointment, a Master's BACHELOR OF ARTS degree, or its equivalent, from an accredited college or university with courses in Government, Business or Public Administration, and Finance. He shall also have had at least five years'*