

2-16A. Office of the Chief Administrative Officer; composition and functions.

The office of the chief administrative officer shall include the following offices and such other offices as may be prescribed by law, which offices shall have the functions as hereinafter set forth and such related additional functions and activities as may hereinafter be prescribed by law:

(a) Personnel Office. The personnel office shall (1) assist the county personnel board and the chief administrative officer in the administration of its charter responsibilities with respect to the county merit system; (2) assist all appointing authorities in the implementation of merit system charter provisions and the regulations of the personnel board; (3) assist the county executive in the development and administration of a career service and in the administration of a comprehensive management personnel program; and (4) provide cooperative personnel services to political subdivisions of Montgomery County or agencies supported in whole or in part by taxes levied by the county council and the Montgomery County Revenue Authority.

(b) Purchasing Office. The purchasing office shall assist the county executive and chief administrative officer in the administration of centralized purchasing.

(c) Budget Office. The budget office shall assist the county executive in the budget preparation and implementation.

(d) Management Section. The management section shall assist the county executive and chief administrative officer in the development and implementation of effective management practices.

(e) Information Section. The information section shall assist the county executive in the establishment and maintenance of a comprehensive information program.

*Section 2.* Section 2-36, Chapter 2, title "Administration" of the Montgomery County Code 1965, as amended, is hereby repealed and re-enacted, with amendments, to read as follows:

2-36. Powers and duties of director generally.

The director of finance is hereby authorized and directed under the general direction of the county executive:

(a) Audit of claims, vouchers, etc. To audit and pre-audit all accounts, claims, demands or vouchers presented to the county for payment.

(b) Accounting system, etc. To prescribe the system of accounts, reports and expenditure and receipt documents to be used by all of the officers of the county government, except as the same may now or hereafter be prescribed by law.

(c) Financial records. To keep the financial records of the county government.

(d) Investigations of county departments; reports. To make such investigation of the financial organization, activities and methods of procedure of the several county departments and establishments as he may be called upon to make by the county executive. In submitting any report, the director of finance may adopt as his report the report of any indepen-