

HOWARD COUNTY

b. Duties of the Human Services Administrator.

The duties of the Human Services Administrator shall be to provide County Government liaison planning and coordination with citizens advisory groups and established commissions in the area of Human Services for the aged persons, handicapped persons, persons discriminated against because of race or religion, and persons in poor economic circumstances, and to assist in developing a master plan for the development, implementation and expansion of Human services to all persons in the County where such needs are not currently met.

c. Duties of the Director of Public Works.

The Director of Public Works and/or and Assistant Director of Public Works, in addition to the qualifications as set forth in the Charter, shall be a registered professional engineer or shall become registered within two years of his appointment or the office of Director shall be considered vacated.

d. Duties of the Budget Administrator

The duties of the Budget Administrator shall be to supervise the compilation of Budget requests and the preparation of a statement of requests to the County Administrator; to supervise and participate in the preparation of statements showing other than taxes, and the increase in tax rate necessary to compensate for the difference between miscellaneous revenue and the amount raised by taxation; to prepare periodic reports on the efficiency and economy of County agencies; to analyze complex budget requests and make recommendations to budget director; to supervise and participate in studies in the organization, methods, and procedures of County agencies; to participate in County Council Budget Hearings and give explanation of Budget