

## COUNTY LOCAL LAWS

Requests; to perform special assignments as directed; and to act for the Chief Budget Officer in his absence, in accordance with provisions of the Howard County Charter.

## 1. Minimum experience and training:

Graduation from a recognized university or college, with specialization in business administration, government, public administration or a closely related field; and five (5) years experience in budgeting, including experience in organization and methods analysis or closely related work.

2. The Budget Administrator shall be appointed by the County Administrator, subject to the approval of the County Executive.

## E. DUTIES OF THE PERSONNEL ADMINISTRATOR

AN EMPLOYEE OF THIS CLASS WORKS AT THE FULL PERFORMANCE LEVEL IN GIVING MAJOR ASSISTANCE IN ANY OF THE FUNCTIONS OF CLASSIFICATION AND PAY; RECRUITMENT AND EXAMINATION; EMPLOYEE AND LABOR RELATIONS; AND TRAINING AND OVERALL ADMINISTRATION. HE MAKES MAJOR INDEPENDENT DECISIONS CONSISTENT WITH DEPARTMENTAL POLICIES AND PROCEDURES. HE EXERCISES A HIGH DEGREE OF INITIATIVE AND IMAGINATION IN ASSESSING NEEDS AND PROPOSING AND DEVELOPING PROGRAMS. HE IS RESPONSIBLE TO, AND RECEIVES DIRECTION FROM, THE PERSONNEL OFFICER. SUPERVISION IS EXERCISED BY HIM OVER OTHER STAFF EMPLOYEES AND, IN THE ABSENCE OF THE PERSONNEL OFFICER, HE IS RESPONSIBLE FOR THE OVER-ALL DIRECTION OF THE DEPARTMENT.

## 1. MINIMUM EXPERIENCE AND TRAINING:

GRADUATION FROM A UNIVERSITY OR COLLEGE OF RECOGNIZED STANDING; FIVE (5) YEAR EXPERIENCE IN THE FIELD OF PERSONNEL ADMINISTRATION OR LABOR RELATIONS, THREE (3) YEARS OF WHICH