

## MCNTGOMERY COUNTY

(c) Budget and Research Section. The budget and research section shall assist the county executive and the chief administrative officer with all budget matters, research and management analysis, program evaluation, and such other related matters as may be assigned.

(d) Management Information Services Section. The management information services section shall be responsible for electronic data processing services and related work.

(e) Information Section. The information section shall establish and maintain a comprehensive public information program for the county.

(f) Civil Defense and Emergency Planning Section. The civil defense and emergency planning section shall be responsible for civil defense, emergency and disaster plans and their implementation as directed.

(g) Intergovernmental Programs Section. This section shall be responsible for providing liaison with other units of government at the federal, state and local levels. It shall also be responsible for coordination of grant applications.

(h) Office of Human Resources. This office shall be a principal office, the head of which shall be appointed by the county executive, subject to confirmation by the county council. This office shall be responsible for coordinating plans and programs of all county departments, offices and agencies providing services to people. The following functions or services shall be performed by this office:

(1) coordination of services to youth;

(2) coordination of services to senior citizens and support services for Commission on Aging;

(3) support services for the Community Action Committee;

(4) support services for the Takoma Park-East Silver Spring Commission (TESS);

(5) coordination of the activities of the University of Maryland Agricultural Extension Service;