

COUNTY LOCAL LAWS

SECTION 3. OFFICE OF PERSONNEL. THERE SHALL BE AN OFFICE OF PERSONNEL HEADED BY THE PERSONNEL OFFICER. THE OFFICE OF PERSONNEL SHALL CONSIST OF THE PERSONNEL OFFICER, HIS SUBORDINATE AGENTS AND EMPLOYEES, AND THE PERSONNEL BOARD. THE PERSONNEL OFFICER SHALL BE RESPONSIBLE FOR ADMINISTERING THE PERSONNEL SYSTEM REQUIRED BY ARTICLE IX OF THIS CHARTER.

SECTION 4. OFFICE OF PUBLIC INFORMATION. THERE SHALL BE AN OFFICE OF PUBLIC INFORMATION HEADED BY A DIRECTOR OF PUBLIC INFORMATION. THE DIRECTOR OF PUBLIC INFORMATION SHALL BE RESPONSIBLE FOR INFORMING THE PUBLIC ON ALL MAJOR ACTIONS AND PROGRAMS OF THE COUNTY GOVERNMENT.

SECTION 5. OFFICE OF CENTRAL SERVICES. THERE SHALL BE AN OFFICE OF CENTRAL SERVICES HEADED BY A DIRECTOR OF CENTRAL SERVICES. THE DIRECTOR OF CENTRAL SERVICES SHALL BE RESPONSIBLE FOR ADMINISTERING SUCH CENTRAL SERVICES AS MAY BE REQUIRED BY LAW. THESE CENTRAL SERVICES SHALL INCLUDE, BUT NEED NOT BE LIMITED TO: (1) CENTRAL PURCHASING; (2) PRINTING AND REPRODUCTION SERVICE; (3) MAIL SERVICE; (4) MESSENGER SERVICE; (5) CENTRAL WAREHOUSE; AND (6) MAINTAINING A MODERN SYSTEM FOR THE COLLECTION, STORAGE, AND PROCESSING OF DATA AND INFORMATION.

SECTION 6. OFFICE OF LAW. THERE SHALL BE AN OFFICE OF LAW HEADED BY THE COUNTY ATTORNEY. TO THE EXTENT PERMITTED BY STATE LAW, THE COUNTY ATTORNEY SHALL BE THE LEGAL ADVISOR TO THE COUNTY EXECUTIVE AND ALL AGENCIES THAT RECEIVE OR DISBURSE COUNTY FUNDS. HE SHALL ALSO BE THE LEGAL ADVISOR AND LEGISLATIVE DRAFTSMAN OF THE COUNCIL, UNLESS THE COUNCIL SHALL SPECIFICALLY DIRECT OTHERWISE. HE SHALL REPRESENT THE COUNTY IN ALL ACTIONS IN WHICH THE COUNTY IS A PARTY. HE SHALL BE RESPONSIBLE FOR ALL COUNTY ACTIVITIES DIRECTED TOWARD THE CIVIL ENFORCEMENT OF LAWS FOR THE PROTECTION OF CONSUMER INTERESTS. HE SHALL APPOINT NECESSARY ASSISTANTS. WITH THE APPROVAL OF THE COUNTY EXECUTIVE AND SUBJECT TO BUDGET LIMITATIONS, HE MAY ENGAGE ATTORNEYS ON A TEMPORARY BASIS FOR EXTRAORDINARY WORK.

SECTION 7. DEPARTMENT OF PUBLIC WORKS. THERE SHALL BE A DEPARTMENT OF PUBLIC WORKS HEADED BY A DIRECTOR OF PUBLIC WORKS. THE DIRECTOR OF PUBLIC WORKS SHALL ADMINISTER CONSTRUCTION AND MAINTENANCE OF ALL PUBLIC WORKS, CONSTRUCTION AND MAINTENANCE OF