

in such office may be terminated at any time by Commissioners upon not less than two months' written notice, except that, in the case of termination for cause, the termination shall take effect immediately.

(b) **Qualifications.** The executive assistant shall be selected for the position on the basis of merit, shall have had a minimum of seven years' experience in municipal administration or similar-type business administrative functions. Each year of education at a recognized college or university in business or public administration or in another field which may be approved by the County Commissioners may be substituted for one year of experience in arriving at the minimum years of experience required to qualify for the position of executive assistant.

(c) **Powers and duties.** The executive assistant shall have [such] THE powers and duties [as] prescribed by [said] THE County Commissioners including; supervision and coordinating those general policies and instructions of the County Commissioners with respect to the several departments or administrative agencies of the County, the representation of the County Commissioners as liaison officer at those departmental and administrative agencies having functions affecting Carroll County, and to recommend to the County Commissioners from time to time policies, regulations or procedures which will aid in increased efficiency in the administration of the county's affairs.

(d) **Same; Clerk to County Commissioners.** The County Commissioners may authorize the executive or administrative assistant to serve as Clerk to the County Commissioners. [He] THE EXECUTIVE OR ADMINISTRATIVE ASSISTANT shall give [his] THE PERSON'S personal attendance at the office of the County Commissioners during business hours. [He] THE EXECUTIVE OR ADMINISTRATIVE ASSISTANT is authorized to administer an oath or affirmation to any person presenting a claim to the Commissioners against the County. In no case shall the executive or administrative assistant hold any other county job.

(e) **Deputy.** The County Commissioners shall have full authority to make a temporary appointment of a deputy administrative assistant to perform the duties of the executive or administrative assistant in the event that illness or other just causes render [him] THE EXECUTIVE OR ADMINISTRATIVE ASSISTANT unable to perform [his] THE PERSON'S duties as defined by law.

[3-15A.] 3-303. County Attorney.

(a) The County Commissioners are [hereby] authorized to appoint a County Attorney, who shall receive [such] THE compensation and have [such] THE powers and duties as shall be determined and prescribed by the Commissioners. The County Attorney shall be appointed to a term of 4 years which shall begin on July 1 of the year following the general election at which the Board of County Commissioners was elected, and shall be eligible for reappointment at the conclusion of [his] THE COUNTY ATTORNEY'S term of office. The person so appointed shall be a registered voter and taxpayer in Carroll County. After [his] THE COUNTY ATTORNEY'S appointment, [he] THE COUNTY ATTORNEY shall take the oath prescribed in Section 9 of Article I of the Constitution of Maryland. The Commissioners may terminate