**§474. Administrative provisions**

The chief assessor shall be the treasurer and administrative officer of the primary assessing area and shall in addition perform the following duties: [PL 1973, c. 620, §10 (NEW).]

**1. Secretary.**  Serve as secretary of the executive committee and keep all committee minutes, except as to any meeting involving his removal;

[PL 1973, c. 620, §10 (NEW).]

**2. Prepare budget.**  Prepare the annual budget;

[PL 1973, c. 620, §10 (NEW).]

**3. Purchasing agent.**  Act as purchasing agent;

[PL 1973, c. 620, §10 (NEW).]

**4. Appoint personnel.**  Appoint all personnel subject to approval of the executive committee;

[PL 1973, c. 620, §10 (NEW).]

**5. Execute contracts.**  Execute, when approved by the executive committee, all contracts on behalf of the primary assessing area;

[PL 1973, c. 620, §10 (NEW).]

**6. Other duties and functions.**  Perform such other duties and functions as are delegated by the executive committee.

[PL 1973, c. 620, §10 (NEW).]

SECTION HISTORY

PL 1973, c. 620, §10 (NEW). PL 1975, c. 19, §5 (AMD).

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