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## Chapter 060 County Administrative Officer

- **Section 060 Duties**
  - The director of finance shall:
    - A. Perform all statutory duties of all the offices consolidated with the duties of the office of director of finance.
    - B. Pursuant to the budget policy established by the board of supervisors:
      - 1. Tabulate the proposed annual budget for the county and for those special districts whose affairs and finances are supervised and controlled by the board; and
      - 2. Compile and publish the final budget for each of these entities.
    - C. Serve as chief accounting officer for and provide fiscal support services to subordinate service or financing districts or agencies governed by the board of supervisors.
    - D. Establish and maintain a fiscal control system for all contracts that authorize the payment or receipt of money by:
      - 1. The county;
      - 2. Any special district whose affairs and finances are supervised and controlled by the board;
      - 3. Any county officer or agent acting on behalf of the county or such a special district; or
      - 4. Any district or agency for which the director is designated chief accounting officer by state law or county ordinance or resolution.
    - E. Invest or reinvest the funds of the county and the funds of other depositors in the county treasury, pursuant to Chapter 4 (commencing with Section 53600) of Part 1 of Division 2 of Title 5

of the Government Code.

F. Upon request of the board of supervisors, recommend the names of persons or firms competent to perform the annual independent audit of the office required by statute.

G. Consistent with the provisions, requirements and limitations of the county's personnel system:

1. Appoint two qualified assistants, one to administer and oversee the auditor and controller functions of the office, and one to administer and oversee the treasurer and tax collector functions of the office.

2. Designate one of these assistants as next in authority to the director, to temporarily discharge the duties of the director in the director's absence or during any vacancy in the office of director.

H. Complete any training required by statute for the offices of treasurer and tax collector.

I. Perform other duties incidental to the primary duties of the office, as directed by the board of supervisors.

(Ord. 1078 § 4, 1996.)

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#### **Section 070 Investment Authority**

- Pursuant to Government Code Sections 27000.1 and 53607, the Director of Finance has the authority to invest or reinvest the funds of the County and the funds of other depositors in the County treasury, pursuant to Chapter 4 (commencing with Section 53600) of Part 1 of Division 2 of Title 5 of the Government Code for the period until June 30, 1998. (Board Order 3/17/98 changed section number; Ord. 1093 § 1, 1997)

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