

**§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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