

Subtitle 2. Executive Assistant.

4-201. Executive Assistant; Deputy Executive Assistant.

(a) *Appointment.*

(1) The County Commissioners shall appoint an Executive Assistant and may appoint a Deputy Executive Assistant.

(2) The Executive Assistant and Deputy Executive Assistant serve at the pleasure of the County Commissioners.

(b) *Bond.*

(1) Before taking office, the Executive Assistant and Deputy Executive Assistant shall give a bond to the State of Maryland for the faithful performance of the duties of office and an honest accounting of money that the Executive Assistant or Deputy Executive Assistant may possess in an official capacity.

(2) The County Commissioners shall set the amount of the bond and determine through what sureties the bond shall be obtained.

(3) The cost of the bond shall be paid by the County.

(4) The bonds of the Executive Assistant and Deputy Executive Assistant shall be recorded in the office of the Clerk of the Circuit Court for Queen Anne's County.

(c) *Oath of office.*

(1) Before taking office, the Executive Assistant and Deputy Executive Assistant shall take the oath required by Article I, § 9 of the Maryland Constitution before the President of the Board of County Commissioners.

(2) The taking of the oath shall be recorded in the minutes of the County Commissioners.

(d) *Duties - Executive Assistant.*

The Executive Assistant shall:

(1) attend each meeting of the County Commissioners;

(2) keep minutes of each meeting in a well bound book reserved for the minutes; and

(3) perform other duties as required by law or by order of the County Commissioners.

(e) *Duties - Deputy Executive Assistant.*

The Deputy Executive Assistant shall:

(1) have the powers and duties of the Executive Assistant whenever the Executive Assistant is unable to perform the powers and duties of office due to absence or sickness or for any other reason; and

(2) perform other duties as required by order of the County Commissioners.

(f) *Compensation.*

The Executive Assistant and Deputy Executive Assistant are entitled to the compensation set by the County Commissioners.