

18. Obtain bids for the Annual Tax Anticipation Note (TAN);
19. Perform such other duties as may be assigned or delegated by the County Manager;
20. Prepare the Administrative Proposed Budgets for submission to County Council by October 15;
21. Manage the information included on financial and administrative computer networks, and work with the Information Technology Department to host and maintain the financial information on the County's website.

Prepare, maintain, and update a Documentation of Accounting Processes Manual that shall define, in writing, controls over significant accounting processes in accordance with generally accepted accounting procedures for government bodies. The manual shall be available to all financial staff employed by the County, and the Division Head of Budget and Finance shall be responsible to ensure that the processes defined therein are followed with consistency.

D. ORGANIZATION OF THE DIVISION

The Division of Budget and Finance shall be composed of the following functional units:

1. **Division Head**, who shall oversee the operation of the division in carrying out the responsibilities set forth above in Paragraph C.
2. The **Assessor's Office**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs ~~6~~ ⁵ and ~~7~~ ⁶
3. The **Tax Claim Bureau**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 4;
4. The **Treasurer's Office**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 1, 2, and 3, ;
5. The **Accounts Payable Department**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 8, 9, 10, 11, ~~12, 13~~, 14, ~~15, 16~~, 17, ~~18, 19~~, and ~~20~~.
and

SECTION 6.03 – DIVISION OF CORRECTIONAL SERVICES.

A. Function of the Division The Division of Correctional Services shall be responsible for the operation of the prison, pre-release operations after prison, and such related offices, agencies, and programs as determined by County Council from time to time.

B. DIVISION HEAD

The Division of Correctional Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.