

WAC 100-100-060 Personnel. (1) Executive secretary. The chairman shall appoint an executive secretary as provided in WAC 100-100-030 (2)(a). The executive secretary shall be the executive officer of the commission, and under the administrative direction of the commission, shall plan, organize, coordinate, and direct all staff support activities for the commission and its committees; act as liaison between the commission and other agencies and persons; serve as secretary to the commission; be responsible for administering any program or directive of the commission; enter into administrative contracts and procurement in accordance with a contract manual adopted by the commission; approve use of the centennial logo; appoint, direct, manage, and supervise the staff personnel of the commission; manage necessary administrative functions such as facilities, services, accounting and payroll functions, and travel expense reimbursement; prepare the budget and allotments, which will be reviewed and approved by the commission; and perform such other duties as may be assigned. The executive secretary shall be in an exempt position.

(2) Staff. The executive secretary, may appoint such other assistants and employees as may be approved by the commission and in accordance with chapter 41.06 RCW.

(3) Legal advisor. The attorney general serves as legal advisor to the commission.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. WSR 86-21-084 (Resolution No. 86-2), § 100-100-060, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. WSR 85-03-011 (Resolution No. 84-2), § 100-100-060, filed 1/4/85.]