

## **CAO ADMINISTRATIVE TECHNICIAN**

### **DEFINITION**

Under direction, provides varied, complex and often confidential administrative assistance to the Chief Administrative Officer, associated managers and other professional staff within the Chief Administrative Office (CAO); trains staff countywide on the process related to Board of Supervisors Agenda items and associated computer software; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other County administrative classes in that the nature, diversity, and scope of responsibilities originating from the Chief Administrative Office require the frequent use of tact, discretion, initiative, and sound independent judgment; regular contact with government officials, the Board of Supervisors or committee members, the public, and all levels of County personnel to exchange information; serves as key contact for all county departments relative to the Board of Supervisors agenda process and system.

### **EXAMPLES OF DUTIES (Illustrative only)**

- Develops, implements and maintains standards related to the Board of Supervisors agenda system within established guidelines
- Serves as the Agenda Coordinator, responsible for the initial review of each agenda item to verify form and overall structure prior to an in-depth review by CAO professional staff; delivers to and reviews agenda item documents with the Clerk of the Board or assigned staff
- Conducts regular training sessions on the procedures for completing Board of Supervisors agenda items and related subject matter including the use of associated computer software within established guidelines
- Maintains acute knowledge of Board of Supervisors agenda system software; responsible for the maintenance of contract associated with the system and direct communication with vendor for administrative and technical issues and updates
- Maintains internet website content for the CAO including Procurement and Contracts and Economic Development sections within established guidelines
- Responsible for maintaining adequate office supplies and equipment for staff; identifies and participates in implementing solutions for increased efficiencies through use of process enhancement and use of technology
- Monitors the use of, and processes claims relating to, the CAO's Purchase Card
- May supervise support staff as directed by the Chief Administrative Officer
- Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met
- Serves as department level Safety Coordinator

## **QUALIFICATIONS**

### **Knowledge of:**

- Web content management tools
- Proficient in the use of standard PC software
- Office administrative practices and procedures, such as business letter writing and the operation of common office equipment
- Basic organization and function of public agencies, including the role of an elected Board of Supervisors and appointed commissions and committees
- Records management, report preparation and filing methods
- Correct English usage, including spelling, grammar, punctuation, and vocabulary
- Basic supervisory principles and practices
- Basic budgeting principles and practices

### **Skill in:**

- Supporting Executive Management and Professional Staff
- Providing varied, responsible, and often confidential administrative assistance to the Chief Administrative Officer, associated managerial and professional staff
- Ability to speak clearly in a public forum and/or training environment
- Planning, directing, reviewing the work of office support staff
- Interpreting, applying and explaining complex policies and procedures
- Using tact, discretion, initiative and independent judgment within established guidelines
- Analyzing and resolving office administrative situations and problems
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction

### **Minimum Qualifications:**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

**Education and Experience:**

Three years experience providing administrative and minor technical support to executive level management and professional staff, including experience in public speaking and training development and/or delivery. Minimum of one year of public speaking experience or in developing and delivering training to groups. Supervisory experience desirable.

**Other Requirements:**

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.