

## **PARTICIPANT PROFILE**

- ◆ **Participant I.D. #:** 1
- ◆ **Participant Type:** Private, Non-Profit
- ◆ **Geographic Region:** Rural – Northern CA
- ◆ **Number of Counties in Region:** 2
- ◆ **Annual Budget:** \$11 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** U
- ◆ **Number of FTE's:** 262
- ◆ **Annual Amount Subcontracted:** U

◆ *AE = Administrative Entity; SP = Service Provider; N/A = Not Applicable;*  
◆ *U = Unavailable; FTE = Full Time Equivalent Employees*

## **POSITION SPECIFICATIONS**

**Participant Position Title:** Executive Director      **Annual Salary:** \$75,000 - \$95,000  
**NoRTEC Position Title:** Executive Director  
◆ Specifications Unavailable

**Participant Position Title:** Accounting Manager      **Annual Salary:** \$40,000 - \$55,000  
**NoRTEC Position Title:** Director of Fiscal Operations  
◆ Requires a B.A. in Accounting, Bus. Admin., or related field and supervisory accounting experience. Primary responsibilities: represent the agency in all financial affairs, develop data, reports, recommendations on financial policies; hire, train, supervise staff, coordinate audits, budget preparations

**Participant Position Title:** Operations Manager      **Annual Salary:** \$40,000 - \$55,000  
**NoRTEC Position Title:** Director of Program Operations  
◆ Requires a B.A. in Business Mgmt., HR, related field or equivalent in experience. Primary responsibilities: hire, train, supervise staff, procure, evaluate, administer contracts; develop, maintain records, quality standards; policy, procedure development; budget preparation

**Participant Position Title:** Rehabilitation Svcs. Manager      **Annual Salary:** \$40,000 - \$55,000  
**NoRTEC Position Title:** Director of Program Services  
◆ Requires a M.A. in Rehab. Counseling, related field or equivalent experience and counseling/direct service provision experience. Primary responsibilities: hire, train, supervise staff; budget preparation; evaluate, maintain client service standards; coordinate client services.

**Participant Position Title:** Systems Administrator      **Annual Salary:** \$40,000 - \$55,000  
**NoRTEC Position Title:** Systems Administrator  
◆ Requires a B.A. related to Computer Systems Engineering. Primary responsibilities: Oversee and ensure functioning of the computer/communication systems. Serve as primary contact person with suppliers of communications, hosting services, software, etc.; design and develop of computer systems and fully utilize internet technologies.

**Participant Position Title:** N/A      **Annual Salary:**  
**NoRTEC Position Title:** Administrative Assistant

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