

PARTICIPANT PROFILE

- ◆ **Participant I.D. #:** 2
- ◆ **Participant Type:** Local Government
- ◆ **Geographic Region:** Rural – Central CA
- ◆ **Number of Counties in Region:** 1
- ◆ **Annual Budget:** \$23.5 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** \$14 M
- ◆ **Number of FTE's:** 145
- ◆ **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: Director E & T Division **Annual Salary:** \$73,488 - \$89,352
NoRTEC Position Title: Executive Director

◆ Requires a B.A. in soc. Svcs., Business or related field and 5 years experience in public admin. Primary responsibilities: Operations & management oversight of Personnel, Fiscal & programs; monitor legislative issues, contract negotiation; grant proposals; fund administration.

Participant Position Title: Admin. Svcs. Mgr. **Annual Salary:** \$56,496 – \$68,664
NoRTEC Position Title: Director of Fiscal Operations

◆ Requires a B.A. in Accounting or related field, 5 yrs. experience in public accounting/fiscal mgmt. Primary responsibilities: Development, maintenance of accounting structures; policy & procedure development; procurement; audits, grant proposals; reports; fund analysis & monitoring, supervise staff.

Participant Position Title: Employment Div. Mgr. **Annual Salary:** \$51,732 – \$62,880
NoRTEC Position Title: Director of Program Operations

◆ Requires a B.A. in related field and 3 yrs. of program mgmt. experience. Primary responsibilities: Plan, organize & monitor program operations; regulation interpretation; policy & procedure development; grant proposals; budget preparation; reporting system development & maintenance; train, supervise staff.

Participant Position Title: Employment Div. Mgr. **Annual Salary:** \$51,732 – \$62,880
NoRTEC Position Title: Director of Program Services

◆ Requires a B.A. in related field and 3 yrs. of program mgmt. experience. Primary responsibilities: Plan, direct, monitor & administer program services; service plan development; community need assessments; grant proposals; policy & procedures; train, supervise staff.

Participant Position Title: Information Systems Mgr. **Annual Salary:** \$66,240 - \$80,640
NoRTEC Position Title: Systems Administrator

◆ Requires a B.A. in Information Systems or technology related field and 3 years of technology systems management experience. Primary responsibilities: Design and manage systems, networks and technology structures, supervise and train staff, evaluate new technologies, provide technology procurement oversight, work with budgeting and accounting processes.

Participant Position Title: Administrative Assistant **Annual Salary:** \$34,008 - \$41,352
NoRTEC Position Title: Administrative Assistant

◆ Requires an A.A. and 5 yrs. executive level support experience. Primary responsibilities: office management; administrative support, confidential correspondence; special projects.