

## **PARTICIPANT PROFILE**

- ◆ **Participant I.D. #:** 3
- ◆ **Participant Type:** Local Government
- ◆ **Geographic Region:** Rural – Central CA
- ◆ **Number of Counties in Region:** 1
- ◆ **Annual Budget:** \$14.9 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** \$3.4 M
- ◆ **Number of FTE's:** 116
- ◆ **Annual Amount Subcontracted:** \$4.5 M

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

## **POSITION SPECIFICATIONS**

**Participant Position Title:** Emp. & Training Director      **Annual Salary:** \$71,822 – \$107,723  
**NoRTEC Position Title:** Executive Director  
◆ Specifications Unavailable

**Participant Position Title:** Principal Accountant      **Annual Salary:** \$50,710 - \$76,045  
**NoRTEC Position Title:** Director of Fiscal Operations  
◆ Requires a B.A. in Accounting or related field and 3 yrs. experience. Primary responsibilities: Fiscal Division oversight; budget preparation; supervise staff; fund analysis.

**Participant Position Title:** Program Manager III      **Annual Salary:** \$50,710 - \$76,045  
**NoRTEC Position Title:** Director of Program Operations  
◆ Requires a B.A. in Bus. Admin. or related field and 3 yrs. related experience. Primary responsibilities: Planning & Contracts Division oversight; policy & procedure development; technical problem solving; program monitoring; budget preparation; supervise staff.

**Participant Position Title:** Program Manager III      **Annual Salary:** \$50,710 - \$76,045  
**NoRTEC Position Title:** Director of Program Services  
◆ Requires a B.A. in Public Admin. or related field and 3 yrs. related experience. Primary responsibilities: program monitoring & evaluation, policy & procedure development, professional & technical problem solving; budget preparation, supervise staff.

**Participant Position Title:** Systems Administrator      **Annual Salary:** \$61,464 - \$74,713  
**NoRTEC Position Title:** Systems Administrator  
◆ Requires a B.A. in systems engineering or related subject and 2 years related experience. Establish standards and procedures relating to operating systems software products, train & supervise staff. Utilize emerging networking/communications technologies, develop LAN/WAN systems. Develop functional and technical specifications. Oversee the overall performance of the operating systems and communications software & systems.

**Participant Position Title:** Executive Secretary      **Annual Salary:** \$33,821 - \$50,572  
**NoRTEC Position Title:** Administrative Assistant  
◆ Requires 3 yrs. of journey level clerical experience, typing at 50 wpm, computer skills. Primary responsibilities: Supervise, train staff; correspondence; transcription; file maintenance; financial record keeping; financial reports; mail processing; meeting minutes