

PARTICIPANT PROFILE

- ◆ **Participant I.D. #:** 5
- ◆ **Participant Type:** Private, Non-Profit
- ◆ **Geographic Region:** Rural – Northern CA
- ◆ **Number of Counties in Region:** 3
- ◆ **Annual Budget:** \$5 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** N/A
- ◆ **Number of FTE's:** 50
- ◆ **Annual Amount Subcontracted:** \$500,000

◆ *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:** \$99,990

NoRTEC Position Title: Executive Director

◆ Requires an M.A. in Business or Public Admin., Non-Profit Mgmt., or Social Welfare and 3 yrs. of admin. experience in an agency w/ a budget of \$2 M. Primary responsibilities: Development, direction & leadership of org.; hire, train, supervise staff, admin. programs; develop revenue; grant applications; budget development.

Participant Position Title: Chief Financial Officer **Annual Salary:** \$69,741 - \$84,758

NoRTEC Position Title: Director of Fiscal Operations

◆ Requires a B.A./B.S. and/or a B.B.A. in accounting and 5 yrs. of accounting/budgeting experience along with 2 yrs. supervisory experience. Primary responsibilities: hire, train, supervise staff, develop accounting procedures; financial mgmt.; grant applications; fund analysis; audits

Participant Position Title: Program Director **Annual Salary:** \$73,236 - \$89,001

NoRTEC Position Title: Director of Program Operations

◆ Requires a B.A. degree and 5 yrs. of related experience along with 3 yrs. supervisory experience. Primary responsibilities: train, supervise staff; monitor & evaluate programs; budget preparation; grant applications; technical assistance

Participant Position Title: Program Manager **Annual Salary:** \$73,235 - \$89,001

NoRTEC Position Title: Director of Program Services

◆ Requires a M.S.W. or M.A. and 3 yrs. of supervisory program admin. experience. Primary responsibilities: train, supervise staff; monitor & evaluate programs; budget preparation; program research; technical assistance, grant applications; agency needs assessments

Participant Position Title: MIS Manager **Annual Salary:** \$35,214 - \$42,806

NoRTEC Position Title: Systems Administrator

◆ Requires a B.A. or technical degree in MIS/data management and 5 yrs of related experience. Primary responsibilities: Supervise, train staff; evaluate and analyze data, technology, hardware and software; assess agency technology needs; design, support and administer systems.

Participant Position Title: Administrative Assistant **Annual Salary:** \$25,022 - \$30,430

NoRTEC Position Title: Administrative Assistant

◆ Requires A.A. or equivalent experience. Primary responsibilities: typing; file maintenance; admin. support; meeting minutes; multi-line phone system.