

PARTICIPANT PROFILE

- ◆ **Participant I.D. #:** 6
- ◆ **Participant Type:** Private, Non-Profit
- ◆ **Geographic Region:** Rural – North East CA
- ◆ **Number of Counties in Region:** 5
- ◆ **Annual Budget:** \$3.4 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** \$950 K
- ◆ **Number of FTE's:** 42
- ◆ **Annual Amount Subcontracted:** 0

◆ *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:** \$118,059 - \$123,965
NoRTEC Position Title: Executive Director
◆ Requires a degree and 6 yrs. of top level mgmt. experience (4 yrs. of admin. programs). Primary responsibilities: Plan, eval. & administer programs; identify community needs; fund admin.; train, supervise staff; direct budget development and admin.; policies & procedures; contract negotiations.

Participant Position Title: Administrative Svcs. Officer **Annual Salary:** \$59,903 - \$76,459
NoRTEC Position Title: Director of Fiscal Operations
◆ Requires a B.A. in Public Admin., government, political science, bus. admin or related field and 3 yrs. experience. Primary responsibilities: Personnel, procurement, employee benefits, insurance, audits, contract admin., fiscal and budgetary services; policies & procedures; financial reports; train, supervise staff; budget prep.; perform computerized accounting.

Participant Position Title: Sr. Workforce Dev. Mgr. **Annual Salary:** \$56,284 - \$71,821
NoRTEC Position Title: Director of Program Operations
◆ Requires a B.A. in Bus. or Public Admin., Econ., or related field and 3 yrs. experience. Primary responsibilities: develop & implement programs; train, supervise staff; procurement; proposal evaluation; technical assistance; monitor & evaluate programs; ensure contract compliance; corrective action plans.

Participant Position Title: Sr. Workforce Dev. Mgr. **Annual Salary:** \$56,284 - \$71,821
NoRTEC Position Title: Director of Program Services
◆ Requires a B.A. in Psych., Sociology, Social Work or related field and 3 yrs. experience. Primary responsibilities: train, supervise staff; develop, implement, monitor & evaluate programs; technical assistance; reports.

Participant Position Title: N/A **Annual Salary:**
NoRTEC Position Title: Systems Administrator
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Participant Position Title: Executive Secretary **Annual Salary:** \$40,476 - \$49,004
NoRTEC Position Title: Administrative Assistant
◆ Requires a High School Diploma and some college level coursework in Business, Accounting or related field and 5 yrs. experience (1 yr. supervisory experience). Primary responsibilities: admin. support; train & supervise staff; special projects; reports; payroll; research; correspondence; bookkeeping