

## **PARTICIPANT PROFILE**

- ◆ **Participant I.D. #:** 7
- ◆ **Participant Type:** Local Government
- ◆ **Geographic Region:** Rural – Central CA
- ◆ **Number of Counties in Region:** 1
- ◆ **Annual Budget:** \$11 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** \$2.8
- ◆ **Number of FTE's:** 71
- ◆ **Annual Amount Subcontracted:** \$600,000

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

## **POSITION SPECIFICATIONS**

**Participant Position Title:** Director **Annual Salary:** \$81,348 - \$98,883  
**NoRTEC Position Title:** Executive Director

◆ Requires a B.A. in Bus. or Public Admin. or related field and 2 yrs. mgmt. or supervisory experience. Primary responsibilities: plan, manage job training programs; personnel mgmt.; program/fund evaluation & analysis; budget prep.; contract development; mgmt. & negotiations; public relations

**Participant Position Title:** Operations Officer **Annual Salary:** \$64,293 - \$78,229  
**NoRTEC Position Title:** Director of Fiscal Operations

◆ Requires a B.A. in Accounting, Public or Bus. Admin., Math, Fin. Mgmt. or related field and 4 yrs. experience (2 yrs. supervisory experience). Primary responsibilities: plan, direct fiscal, accounting & MIS activities; oversight of assets; train, supervise staff; budget preparation; audits; program monitoring; reports; data/fund analysis

**Participant Position Title:** Assistant Director **Annual Salary:** \$73,488 - \$89,352  
**NoRTEC Position Title:** Director of Program Operations

◆ Requires a B.A. and 3 yrs. related experience. Primary responsibilities: analyze programs; problem resolution; plan & direct programs; grant & contract mgmt.; budget development; technical assistance; train, supervise staff

**Participant Position Title:** Assistant Director **Annual Salary:** \$73,488 - \$89,352  
**NoRTEC Position Title:** Director of Program Services

◆ Requires a B.A. and 3 yrs. related experience. Primary responsibilities: analyze programs; problem resolution; plan & direct programs; grant & contract mgmt.; budget development; technical assistance; train, supervise staff

**Participant Position Title:** N/A **Annual Salary:**  
**NoRTEC Position Title:** Systems Administrator

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**Participant Position Title:** Secretary III **Annual Salary:** \$35,027 - \$42,598  
**NoRTEC Position Title:** Administrative Assistant

◆ Requires 5 yrs. related experience. Primary responsibilities: admin. support; transcription; answer calls; accounting; train & supervise staff