PARTICIPANT PROFILE

- **Participant I.D. #:** 8
- **Participant Type**: Local Government
- **Geographic Region:** Rural/Urban – Northern CA
- **Number of Counties in Region:** 1
- **Annual Budget:** $65 M
- **Organization Structure:** AE/SP
- **Amount of Special Funding:** $4 M
- **Number of FTE's:** 546
- **Annual Amount Subcontracted:** $22.1 M

♦ *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**: $79, 657 - $115,000
NoRTEC Position Title: Executive Director

♦ Requires a B.A. in Bus. or Public Admin., Accounting or related field and 5 yrs. related experience. Primary responsibilities: train, supervise staff, plan, direct, develop, admin. programs and agency activities

Participant Position Title: Fiscal Division Chief **Annual Salary**: $62,652 - $76,152
NoRTEC Position Title: Director of Fiscal Operations

♦ Requires advanced education in Finance and Accounting and 5 yrs. related experience (3 yrs. supervisory experience). Primary responsibilities: plan, develop, direct fiscal and personnel activities; payroll; train, supervise staff; budget preparation; audits; program monitoring; reports; policies &procedures; technical assistance

Participant Position Title: Admin. Division Chief **Annual Salary**: $59,664 - $72,132
NoRTEC Position Title: Director of Program Operations

♦ Requires advanced education in Business Admin. ore related field and 5 yrs. related experience (3 yrs. supervisory experience). Primary responsibilities: plan, develop & administer programs; contract mgmt.; program monitoring; MIS; train, supervise staff

Participant Position Title: Admin. Division Chief **Annual Salary**: $59,664 - $72,132
NoRTEC Position Title: Director of Program Services

♦ Requires advanced education in Business Admin. ore related field and 5 yrs. related experience (3 yrs. supervisory experience). Primary responsibilities: plan, develop & administer programs; contract mgmt.; program monitoring; MIS; train, supervise staff

Participant Position Title: Systems Administrator **Annual Salary**: $56,439 - $68,591
NoRTEC Position Title: Systems Administrator

♦Requires advanced education in Computer Science/Engineering or related field and 4 years related experience. Primary responsibilities: Supervise & train staff. Research, evaluate and oversee procurement and application of new software, hardware and internet based technologies. Develop policies and procedures. Ensure all systems function reliably and efficiently.

Participant Position Title: Staff Support Officer **Annual Salary**: $34,512 - $41,940
NoRTEC Position Title: Administrative Assistant

♦ Requires related education or experience in a clerical/supervisory position. Primary responsibilities: office support; reports; correspondence; record keeping; file maintenance; answer calls; train & supervise staff