

PARTICIPANT PROFILE

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| <p>◆ Participant I.D. #: 9</p> <p>◆ Geographic Region: Rural – Northern CA</p> <p>◆ Annual Budget: \$10.6 M</p> <p>◆ Amount of Special Funding: \$3.8 M</p> <p>◆ Annual Amount Subcontracted: \$9.5 M</p> | <p>◆ Participant Type: JPA</p> <p>◆ Number of Counties in Region: 5</p> <p>◆ Organization Structure: AE/SP</p> <p>◆ Number of FTE's: 11</p> |
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◆ *AE = Administrative Entity; SP = Service Provider; N/A = Not Applicable; U = Unavailable; FTE = Full Time Equivalent Employees*

POSITION SPECIFICATIONS

<p>Participant Position Title: Executive Director</p> <p>NoRTEC Position Title: Executive Director</p> <p>◆ Requires knowledge of principles, practices and techniques of modern public and bus admin. workforce development, organization, development and personnel management. Primary responsibilities: lead, manage, direct programs; hire, train, supervise staff; develop policies & procedures; expand and diversify funding base; Board Development</p>	<p>Annual Salary: \$75,254 - \$96,059</p>
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<p>Participant Position Title: Deputy Exec. Director</p> <p>NoRTEC Position Title: Director of Fiscal Operations</p> <p>◆ Requires knowledge of principles of organization, admin., mgmt., workforce development, budgeting, accounting. Primary responsibilities: direct, administer fiscal, business & operational activities of programs; technical assistance; hire, train, supervise staff; monitor & evaluate programs; budget preparation; grant applications; policies & procedures; reports; audits</p>	<p>Annual Salary: \$59,900 - \$76,444</p>
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<p>Participant Position Title: Program Director</p> <p>NoRTEC Position Title: Director of Program Operations</p> <p>◆ Requires knowledge of principles of organization, admin., mgmt., workforce development, budgeting, program operations. Primary responsibilities: technical assistance; monitor & evaluate programs; design & implement admin. systems; corrective action plans; proposal reviews; cost analysis; train, supervise staff; grant applications, program design, MIS, develop policies & procedures.</p>	<p>Annual Salary: \$48,334 - \$61,701</p>
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<p>Participant Position Title: Program Director</p> <p>NoRTEC Position Title: Director of Program Services</p> <p>◆ Requires knowledge of principles of organization, admin., mgmt., workforce development, budgeting, program operations. Primary responsibilities: technical assistance; monitor & evaluate programs; design & implement admin. systems; corrective action plans; proposal reviews; cost analysis; train, supervise staff; grant applications, program design, MIS, develop policies & procedures.</p>	<p>Annual Salary: \$48,334 - \$61,701</p>
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<p>Participant Position Title: N/A</p> <p>NoRTEC Position Title: Systems Administrator</p> <p>◆</p>	<p>Annual Salary:</p>
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<p>Participant Position Title: Administrative Assistant</p> <p>NoRTEC Position Title: Administrative Assistant</p> <p>◆ Requirements unspecified. Primary responsibilities: clerical support; prepare minutes & reports; correspondence; dictation; transcription; file maintenance; answer calls; personnel functions, special projects</p>	<p>Annual Salary: \$31,867 - \$40,667</p>
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