

PARTICIPANT PROFILE

- ◆ **Participant I.D. #:** 10
- ◆ **Participant Type:** Private, Non-Profit
- ◆ **Geographic Region:** Rural – Southern OR
- ◆ **Number of Counties in Region:** 2
- ◆ **Annual Budget:** \$9.4 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** \$4.5 M
- ◆ **Number of FTE's:** 86
- ◆ **Annual Amount Subcontracted:** \$643,000

◆ *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:** \$70,740 - \$90,288
NoRTEC Position Title: Executive Director

◆ Requires a four year degree in a related field and 5 years experience or equivalent combination. Primary responsibilities: Agency administration, program and budget administration, board support, oversight of all major functions.

Participant Position Title: Business Manager **Annual Salary:** \$55,428 - \$70,740
NoRTEC Position Title: Director of Fiscal Operations

◆ Requires a four year degree in a related field and 4 years related experience or equivalent combination. Primary responsibilities: Oversight of financial systems, budgets, audits, employee compensation, insurance, contracting, data management, facilities, policy development, strategic planning, supervision.

Participant Position Title: Program Director **Annual Salary:** \$55,428 - \$70,740
NoRTEC Position Title: Director of Program Operations

◆ Requires a four year degree in a related field and 4 yrs related experience or equivalent combination. Primary responsibilities: Oversight for all aspect of programs and services; planning, budgeting, reporting, policy development, supervision.

Participant Position Title: Program Director **Annual Salary:** \$55,428 - \$70,740
NoRTEC Position Title: Director of Program Services

◆ Requires a four year degree in a related field and 4 yrs related experience or equivalent combination. Primary responsibilities: Oversight for all aspect of programs and services; planning, budgeting, reporting, policy development, supervision.

Participant Position Title: Information Systems Mgr. **Annual Salary:** \$43,428 - \$55,428
NoRTEC Position Title: Systems Administrator

◆ Requires a four year degree in a related field and 3 years experience + 1 year experience with Microsoft network systems. Primary Responsibilities: Multiple network development, maintenance, setup; database design & management; MIS system development and maintenance, troubleshooting, technical assistance.

Participant Position Title: Executive Assistant **Annual Salary:** \$26,915 - \$34,361
NoRTEC Position Title: Administrative Assistant

◆ Requires two year degree with relevant major coursework and 4 years experience or equivalent combination. Primary responsibilities: Direct support for policy board/committees and top management staff; personnel records; travel and training logistics; project/RFP assistance, record keeping, confidential correspondence/reports.