

PARTICIPANT PROFILE

- ◆ **Participant I.D. #:** 11
- ◆ **Participant Type:** Local Government
- ◆ **Geographic Region:** Rural – Northern CA
- ◆ **Number of Counties in Region:** 1
- ◆ **Annual Budget:** \$52 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** \$429,000
- ◆ **Number of FTE's:** 350
- ◆ **Annual Amount Subcontracted:** U

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

POSITION SPECIFICATIONS

Participant Position Title: Program Manager II **Annual Salary:** \$74,525 - \$90,166
NoRTEC Position Title: Executive Director

◆ Requires a B.A. in Public or Business Admin. or related field and 4 yrs. experience within the agency and 5 yrs. experience in mgmt. Primary responsibilities: plan & administer programs; contract development & negotiations; fiscal & program oversight; technical assistance; personnel mgmt.

Participant Position Title: Fiscal Services Manager **Annual Salary:** \$59,388 - \$71,592
NoRTEC Position Title: Director of Fiscal Operations

◆ Requires a B.A. in Accounting and 3 years public agency accounting or auditing experience. Primary responsibilities: contract & grant maintenance; develop & maintain budgets; reports; cost allocation plans; develop accounting systems; monitor subgrants, supervise & train staff.

Participant Position Title: Job Training Director **Annual Salary:** \$70,944 - \$85,860
NoRTEC Position Title: Director of Program Operations

◆ Requires a B.A. in Public Admin., Behavioral Science or Social Science and 4 yrs related experience. Primary responsibilities: plan & direct employment & training program activities; policies & procedures; train, supervise staff; technical assistance; provide direct client services; provide direct employer services

Participant Position Title: Job Training Director **Annual Salary:** \$70,944 - \$85,860
NoRTEC Position Title: Director of Program Services

◆ Requires a B.A. in Public Admin., Behavioral Science or Social Science and 4 yrs related experience. Primary responsibilities: plan & direct employment & training program activities; policies & procedures; train, supervise staff; technical assistance; provide direct client services; provide direct employer services

Participant Position Title: Information Systems Specialist **Annual Salary:** \$56,268 - \$67,536
NoRTEC Position Title: Systems Administrator

◆ Requires a B.A. in Computer Science, or related field and 4 years experience. Primary Responsibilities: Supervise and train staff. Analyze & evaluate and recommend software, hardware, internet and computer systems technology. Oversee administration of all systems and networks. Work with Department Managers to develop technology based solutions.

Participant Position Title: Administrative Secretary **Annual Salary:** \$48,384 - \$57,612
NoRTEC Position Title: Administrative Assistant

◆ Requires an A.A. and 4 years related experience. Primary Responsibilities: provide administrative support, confidential correspondence, personnel record keeping, special project administration.