

## **PARTICIPANT PROFILE**

- ◆ **Participant I.D. #:** 13
- ◆ **Participant Type:** JPA
- ◆ **Geographic Region:** Rural – Southern OR
- ◆ **Number of Counties in Region:** 23
- ◆ **Annual Budget:** \$17.5 M
- ◆ **Organization Structure:** AE
- ◆ **Amount of Special Funding:** \$3.1 M
- ◆ **Number of FTE's:** 361
- ◆ **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:** Executive Director      **Annual Salary:** \$67,879 - \$84,848  
**NoRTEC Position Title:** Executive Director  
◆ Specifications unavailable

**Participant Position Title:** Director of Operations      **Annual Salary:** \$56,868 - \$71,885  
**NoRTEC Position Title:** Director of Fiscal Operations  
◆ Requires a B.A. in Accounting and 3 yrs. related experience. Primary responsibilities: hire, train, supervise staff; policies & procedures; design accounting systems, oversight of computerized accounting system; monitor programs; budget analysis; reports; financial mgmt.

**Participant Position Title:** Director of Performance & MIS      **Annual Salary:** \$56,868 - \$71,885  
**NoRTEC Position Title:** Director of Program Operations  
◆ Requires a B.A. in related field and 5 yrs supervisory experience in a non-profit. Primary responsibilities: hire, train & supervise staff; monitor programs; problem solving; reports; policies & procedures

**Participant Position Title:** Director of Performance & MIS      **Annual Salary:** \$56,868 - \$71,885  
**NoRTEC Position Title:** Director of Program Services  
◆ Requires a B.A. in related field and 5 yrs supervisory experience in a non-profit. Primary responsibilities: hire, train & supervise staff; monitor programs; problem solving; reports; policies & procedures

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

**Participant Position Title:** Administrative Assistant      **Annual Salary:** \$26,675 - \$33,345  
**NoRTEC Position Title:** Administrative Assistant  
◆ Requires bi-lingual skills; computer programming skills; typing at 50 wpm.; shorthand and 3 yrs. related experience. Primary responsibilities: special projects; admin. support for entire management team; phone system, meeting planning