

PARTICIPANT PROFILE

- ◆ **Participant I.D. #:** 14
- ◆ **Participant Type:** Local Government
- ◆ **Geographic Region:** Rural – Northern CA
- ◆ **Number of Counties in Region:** 1
- ◆ **Annual Budget:** U
- ◆ **Organization Structure:** AE
- ◆ **Amount of Special Funding:** N/A
- ◆ **Number of FTE's:** U
- ◆ **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: Project Director **Annual Salary:** \$81,432 - \$103,930

NoRTEC Position Title: Executive Director

◆ Requirement specifications unavailable. Primary responsibilities: develop community partnerships; coordinate svcs.; train, supervise staff, direct program development & implementation; publications; plan & administer programs; manage operations; budget prep.; contract development; reports; personnel mgmt.; evaluate & monitor programs; staff dev.

Participant Position Title: Budget Analyst **Annual Salary:** \$59,925 - \$76,481

NoRTEC Position Title: Director of Fiscal Operations

◆ Requires a year degree in Business Acctng. Finance or related field, computer operations experience and substantial related work experience. Primary responsibilities: financial management; hire, train, supervise staff; policies & procedures; design accounting systems, plan & maintain accounting systems; audits, monitor programs; fiscal data analysis; reports; monitor financial status; asset control.

Participant Position Title: Project Administrator **Annual Salary:** \$67,106 - \$85,645

NoRTEC Position Title: Director of Program Operations

◆ Requires a M.A. in vocational education or related field and 5 yrs related experience (3 yrs. vocational ed. experience). Primary responsibilities: train staff; plan, develop, maintain, supervise & evaluate programs; documentation; budget prep.; technical assistance; public relations; contract development & negotiations; policies & procedures

Participant Position Title: Project Administrator **Annual Salary:** \$67,106 - \$85,645

NoRTEC Position Title: Director of Program Services

◆ Requires a M.A. in vocational education or related field and 5 yrs related experience (3 yrs. vocational ed. experience). Primary responsibilities: train staff; plan, develop, maintain, supervise & evaluate programs; documentation; budget prep.; technical assistance; public relations; contract development & negotiations; policies & procedures

Participant Position Title: Director Systems Administration **Annual Salary:** \$67,106 - \$85,645

NoRTEC Position Title: Systems Administrator

◆ Requires a B.A. in computer science or related field and 5 years related experience. Primary responsibilities: train & supervise staff; plan, design and provide oversight for all technology systems; develop and administer technology related contracts.

Participant Position Title: Executive Assistant **Annual Salary:** \$33,769 - \$43,099

NoRTEC Position Title: Administrative Assistant

◆ Requires an A.A. in related field and 4 years related experience. Primary responsibilities: maintain confidential files and correspondence, personnel records, provide general admin. level support, special projects.