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The Tundra Times  
P.O. Box 104480  
Anchorage, Alaska  
99510-4480

## Classified

**POSITION VACANCY ANNOUNCEMENT**  
**ABE/JOB COORDINATOR**  
**Bristol Bay Campus**  
**University of Alaska Fairbanks**  
**(907) 842-5109**

Recruitment is open for an Adult Basic Education Program/JOB Coordinator, Bristol Bay Campus, University of Alaska Fairbanks in Dillingham. This is a full-time, term funded position. (November 26, 1990 through June 30, 1991). The usual term is 9 months. Salary \$1680. Recruitment will close on November 18, 1990 at 5:00 p.m. or until qualified applicant is found.

**RESPONSIBILITIES:** Develop and implement adult literacy, life skills, ESL and GED programs for the Bristol Bay Campus. Provides follow-up services for identified JOBS clients, including educational testing, appropriate academic advisement and educational programs. Instructs in the Dillingham program. Coordinates and supervises the implementation of the ABUE/GED program in Dillingham and Southwest Region School's area. Coordinates reports required by the ABE grant and the JOBS grant from the Dillingham, Southwest Region, Lake and Peninsula, and Bristol Bay Borough School Districts. Makes quarterly, semi-annual and annual reports as requested by the granting agency, the Director in the Bristol Bay Campus Council/AJAP.

### REQUIRED QUALIFICATIONS:

1. Bachelor's Degree in appropriate field.
2. Two years successful employment in academic programs.
3. Cross-cultural experience instructing Native Americans.
4. Successful supervisory experience.
5. Grant administration experience.

### PREFERRED QUALIFICATIONS:

1. Evidence of experience in bilingual education, cross-cultural education, ESL, or communications.
2. Experience in curriculum design and development.
3. Master's degree in appropriate field.

**NOTE:** Applicants must submit all of the following to Margaret K. Wood, Director, Bristol Bay Campus, P.O. Box 1070, Dillingham, Alaska 99576, by 5:00 p.m. November 8, 1990, in order to be considered for the position:

1. Letter of Application
2. Transcripts
3. University of Alaska application form
4. Two letters of reference

Your application for employment with the University of Alaska may be subject to public disclosure if you are selected as a finalist. The University of Alaska is an Affirmative Action/Equal Opportunity Education Employer. Persons hired by the University of Alaska must comply with provisions of the 1986 Immigration Control Act and are expected to possess a valid social security number.

Publish 11/5, 12/90(3477)c

### OFFICE MANAGER

REPORTS TO: AEWC COMMISSIONERS

SUPERVISORS: ALL AEWC STAFF AND ACTIVITIES OF THE AEWC OFFICE

### Definition of Class:

Employee in the class perform duties as assigned by the AEWC Commissioners. Work is frequently varied in nature but more emphasize in administrative work such as grant writing and grant reporting, and able to understand the federal and local grant reporting, and able to understand the federal and local grants, OMB circulars, federal registers. Assignments involving public relations with local, state and federal government. The completion of administrative tasks performed in support of AEWC's management of the bowhead hunt. Administrative tasks associated with the planning, coordination of, and carrying out the biennial Biology of Bowhead Conference, the Annual Whaling Captains Convention, the AEWC-NOAA quota negotiations, and AEWC representatives travel to and participation in the annual meetings of the International Whaling Commission, keeping track of OCS activities and the oil development, and maintaining communications with oil companies and local and state permitting agencies. Working with AEWC's counsel on legal issues.

### DUTIES AND RESPONSIBILITIES

- A. Assist the chairman with the internal administration of the Alaska Eskimo Whaling Commission as directed by the AEWC Commissioners.
- B. Serves as principle AEWC official responsible for formulation and implementation of personnel, financial, and administrative procedures as set by the AEWC By-Laws.
- C. Represents the AEWC in meetings, conferences, and other public functions.
- D. Advises the AEWC Commissioners on all administrative and financial matters, etc.
- E. Maintain accurate records of all AEWC activities, financial accounts, and files.
- F. Prepares the AEWC meetings, proceedings, an-

invites related to travel agendas, documents for consideration, or matters arising from discussion with the Chairman.

G. Coordinate all activities of the AEWC with other organizations as directed by the AEWC Commissioners.

H. Perform other duties as assigned by the Chairman within the scope of the goal and policies of the AEWC.

I. Prepare the AEWC annual budget, quarterly reports.

J. Solicit grants and other funding aid for the AEWC. Ensure compliance with all AEWC grants.

### QUALIFICATIONS:

A. At least three years of increasingly responsible experience in organization theory or practice, budgetary, financial principles, personnel management, public speaking and grant writing.

B. Experience in maintaining financial accounts, taking minutes and office filing.

C. Graduation from an accredited college is highly desirable; additional experience in the above mentioned field may be substituted for education on a year-for-year basis.

D. Ability to work with a high degree of independence.

E. Ability to work with the public and members of whaling villages, state and federal agencies.

F. Must be sensitive to the cultural and lifestyle of each of the five whaling villages.

G. Must be able to keep all matters confidential.

H. Working in work with the whaling captains associations.

This position vacancy is open for recruitment of an Office Manager, and the deadline for any person to apply is November 18, 1990.

We would encourage applicants to submit a resume to our office at the following addresses:

ALASKA ESKIMO WHALING COMMISSION  
P.O. BOX 570  
BARROW, ALASKA 96723

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**Rd Ex. Water Treatment Plant, Brand New, Large enough for small villages. Call 235-6781**

Publish: 10/29/90\* 11/5, 12, 19/90(3411)c

**American Collections** — America's fastest growing collection service. Medical, dental, retail, commercial. No collection, no fee. Call toll-free, 1-800-385-0108.

Publish: 11/4, 12, 19, 26/90(3400)c

### STATE OF ALASKA VACANCY ANNOUNCEMENT Executive Director Position Alaska Tourism Marketing Council

The Alaska Tourism Marketing Council, a division of the State of Alaska Department of Commerce and Economic Development, is recruiting for the position of Executive Director. This is a Range 24 position with an annual salary from \$58K to \$87K. Qualifications may lead to a higher salary. Located in Anchorage, the position of Executive Director reports to the Alaska Tourism Marketing Council, and supervises a staff of two.

The Council is composed of 21 members: ten members appointed by the Governor, ten members appointed by the trade association (Alaska Visitors Association), and the director of the Alaska Division of Tourism who presides as chair.

The Alaska Tourism Marketing Council is responsible for Alaska's cooperative tourism marketing program, a public/private partnership. Through advertising and public relations the program seeks to create a positive image of Alaska attracting it as a diverse and rewarding travel destination.

Duties and responsibilities include administration of public and private funds and all contracts involving Council funds as accepted by the council, enforcement of the marketing council's policies, and implementation of the budget as provided by the Legislature and the Governor. The Executive Director is also responsible for the preparation of reports documenting council activities for inspection of the Governor, the Legislature, Council members, and the public.

Minimum Qualifications include five years marketing management or equivalent experience; must include professional management experience in advertising, collateral, and public relations. Two years tourism marketing preferred. Bachelors degree required/Masters preferred. Other qualifications include strong organizational/leadership skills, excellent communication skills both written and oral.

To apply, submit a professional resume, cover letter, and writing samples to Search Committee, c/o Alaska Tourism Marketing Council, 3801 C Street, Suite 700, Anchorage, Alaska 99503

Applications must be received no later than November 18, 1990.

THE STATE OF ALASKA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Publish: 10/29/90\* 11/5/90(3499)c

### LOCAL POTATOES:

**WHITE, RED, & GOLD VARIETIES:**

10Lb., 20-25Lb., 50Lb. SACKS:

25' TO 40' Lb.

Mailorders — Add 10¢ Lb.

Golden River Ranch  
P.O. Box 73588  
Fairbanks, Ak 99707  
PHONE (907) 456-5878

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### Soapstone For Sale

\$1.15 per lb. Cliff Black's Alaska Heritage Arts 408 W. 4th Ave., Anchorage AK 99501 or call 278-4787

Publish: 10/8, 15, 22, 29/90\* 11/5, 12, 19, 26/90\* 12/3, 10, 17, 24, 31/90(3380)c

**2 - Brand New Piano/Accordions for sale at Cost** 248-7433 after 5:00

Publish: 11/5, 12, 19, 26/90(3487)c

### Wanted to Buy

Mastercard Ferry call 800-475-5829

Publish: 9/17, 24/90\* 10/1, 15, 22, 29/90 11/5/90(3124)c

State of Alaska  
**ALASKA PUBLIC UTILITIES COMMISSION**  
**DEPUTY DIRECTOR**  
Salary: \$54,288 annual D.O.E.

The Deputy Director assists in administering agency functions and in directing staff activities in support of the Commission's regulation of public utilities and pipelines throughout Alaska.

### EXAMPLE OF DUTIES

The duties of the Deputy Director may include:

- Oversight of fiscal, personnel, facilities, records, and contractual matters under State rules.
- Supervision of assigned Staff sections; e.g., tariffs, consumer protection, rate processing, etc.
- Participation in the development and implementation of internal policies and practices.
- Assumption of Executive Director duties in the absence of the Executive Director.

### QUALIFICATIONS

The Deputy Director should possess strong administrative talents, an ability to determine State policy, and an understanding of and desire to promote the public interest in the regulation of utilities and pipeline carriers. Experience in management, business, law, accounting, economics, finance, engineering or an allied field is desirable.

Submit state of Alaska employment application, resume, personal references and writing sample to:

Ted Montmel  
Executive Director  
Alaska Public Utilities Commission  
1016 W. 8th Ave., Suite 400  
Anchorage, Alaska 99501

Closing date for applications is November 5, 1990. This position is in the partially exempt service and is eligible for State of Alaska employment benefits.

**EQUAL OPPORTUNITY EMPLOYER**

Publish: 10/15, 22, 29/90\* 11/5, 12, 19, 26/90\* 12/3, 10, 17/90(3371)c

### POSITION VACANCY

**POSITION:** Chief Finance Officer

**IMMEDIATE SUPERVISOR:** Director of OMB

**POSITIONS SUPERVISED:** Five

**Qualifications:**

1. Must have high school diploma or GED.
2. Bachelors degree in Accounting or equivalent with minimum four years experience in government accounting.
3. Additional experience may be substituted for education on a two year for one basis.
4. Demonstrated ability to supervise accounting staff and in direct the operation of the City's financial services.
5. Data Processing experience preferred.

**Duties:**

Under the immediate supervision of the Director of OMB, the Chief Finance Officer shall:

1. Provide direct supervision of the Accounting and Finance staff and the City's financial services.
2. Maintain financial records of the City in a manner prescribed by City, State and Federal or similar procedure or requirement.
3. Assure full compliance with City ordinance and procedures regarding payroll and employee entitlements, monthly City investments, purchasing, grant reports and contract administration, cash receipts and cash disbursements.
4. Coordinate with City, State and Federal auditors and act as liaison for City.
5. Provide City Manager with a comprehensive monthly report for the City Council including budget control analysis.
6. Assist City Manager with annual budget.
7. Provide direction and guidance to the City's Data processing function.
8. Handle any and all insurance correspondence. Make sure the City has insurance coverage for all liabilities.
9. Provide billing and accounting services for the Municipal utility system.
10. Provide financial information on an accurate and timely basis as may be required by the City Manager or City Council.
11. Provide support for the administration, collection and analysis of the City's Sales Tax Program.
12. Other duties as assigned.

**SALARY:** \$45,000.00 to \$50,000.00/year DOE/DOQ Permanent/full time

**CLOSING DATE:** Open until filled.

**THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER**

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**FAIRBANKS ALASKA AREA PLUMBERS AND PIPEFITTERS JOINT APPRENTICESHIP TRAINING COMMITTEE WILL BE ACCEPTING APPLICATIONS FOR APPRENTICE PLUMBERS AND PIPEFITTERS FROM NOV. 26, 1990 TO DEC. 7, 1990. APPLICANTS MUST APPLY IN PERSON AT 1975 EUROESS AVENUE, FAIRBANKS, ALASKA. OFFICE HOURS: 9 A.M. TO 12 P.M., 1 P.M. TO 5 P.M., MON-FRI. TELEPHONE: (907) 456-5889.**

**REQUIREMENTS UPON MAKING APPLICATION:**

- A. YEARS OF AGE: A MINIMUM OF 18, MAXIMUM OF 27.
- B. PROVIDE THE FOLLOWING DOCUMENTS:
  - BIRTH CERTIFICATE
  - HIGH SCHOOL DIPLOMA & TRANSCRIPT OR G.E.D. CERTIFICATE AND REPORT OF TEST RESULTS
  - MILITARY TRANSFER OR DISCHARGE FORM DD-214, IF APPLICABLE.
- C. DRUG FREE

**APPLICANTS WILL BE REQUIRED TO:**

- A. SUCCESSFULLY COMPLETE APTITUDE TEST (DATB) AT ALASKA STATE DEPARTMENT OF LABOR, JOB SERVICES.
- B. APPEAR FOR INTERVIEW WHEN SCHEDULED.

**FAIRBANKS ALASKA AREA JOINT APPRENTICESHIP TRAINING COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER PROVIDING EQUAL EMPLOYMENT OPPORTUNITY WITHOUT REGARD TO RACE, CREED, SEX, OR NATIONAL ORIGIN.**

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