

FREE FREE

The Tundra Times would like to introduce FREE ADS to you!!!!

If you have something for under \$100 and only 2 lines long - we'll publish it FREE for one week.

Give us a call at 279-0012 or 279-0335 or write to the Tundra Times, 639 "I" St., Anchorage, Alaska 99501.

FREE FREE

HELP WANTED

Fairbanks Native Association, Inc. is seeking applications for the position of Executive Director. Under the direction of the Board of Directors, Plans, Coordinates and supervises all Administrative Technical and Program services of Fairbanks Native Association, Inc. A non-profit organization with multi-faceted programs serving Fairbanks residents.

Qualifications: BA in Business Management or Public Administration. Three years experience, or equivalent experience in Administration of Alaska Native organizations.

Salary: DOE

For more information, contact Anita M. Henry at 452-1648. Mail resume to Fairbanks Native Association, President, 310 1st Avenue, Fairbanks, Alaska 99701. Application does not insure interview.

Publish: 7/22, 7/29/81

PAID POSITION ADVERTISEMENT

TVCV-Fairbanks Counsel(s) - Possible Openings Duties: Academic, career and personal counseling, development and delivery of testing programs and career workshops. **Qualifications:** Masters Degree in counseling or related fields; vocational and career counseling experience; experience working with

EMPLOYMENT EMPORIUM

Cook Inlet Native Association
670 W. Fireweed Lane
Anchorage, AK 99503
278-4641 ext. 113

POSITIONS

Sheet Metal Worker - interprets blue prints, drawings, sketches and work orders. Assembles and installs sheet metal articles. \$15.16 hour.

Sales Positions - Part-time. Will work in a large Department Store as a sales person. \$4.74 hour.

Demographer - Master's Degree or higher. Preferably in demography or related field. Two years experience in Population Studies. \$36, 037 - \$41,970. D.O.E.

Director of Group Home Services - Bachelor's Degree in a Human Services field with preferred concentration of study in Special Education. Developmental Disabilities. Etc. \$14.39 hour.

PROGRAMS

If you would like to study for your Alaska drivers license, brush up on your reading, math, or help yourself to take the GED test and you are Alaska Native or American Indian, come into the library or "Place of Learning" at 670 W. Fireweed Lane or call 265-1288.

The Employment Emporium positions are exclusive for Alaska Native, American Indian and Native Hawaiians under PL-95-342, sec. 302.

minority groups, community college experience. Completed applications, including resume, transcripts and three current letters of recommendation are to be submitted no later than July 24, 1981 to TVCC Personnel. For more information and applications contact Hall, University of Alaska, Fairbanks, Alaska 99701. (907)479-7517. TVCC is an EOE/AAE employer, and educational institution. Applications may be subject to Public Disclosure.

Publish: 7/22/81

STATE OF ALASKA HUMAN RIGHTS COMMISSION POSITION VACANCY ANNOUNCEMENT

The Commission is accepting applications for five investigator positions

for its offices in Fairbanks, Anchorage and Juneau. Also to be filled is one Assistant Director position in either Anchorage and Fairbanks. Full details about specific positions available, experience requirements, salary levels and locations are contained in an announcement available at all Commission offices: Anchorage 276-7474; Fairbanks, 452-1561; Juneau, 465-3560. Application deadline is August 3, 1981. Late applications will not be considered. The Commission is an Equal Opportunity Employer.

Publish 7/22, 7/29/81

GENERAL COUNSEL

The Alaska Court System is presently recruiting for a General Counsel. Salary is \$48,264 to \$51,852 annual.

STATE OF ALASKA OFFICE OF THE GOVERNOR

The Division of Budget and Management, Office of the Governor, State of Alaska, is recruiting for an economist to supervise an economic analysis section. This is a full-time, partially exempt position located in Juneau. Salary is approximately \$42,000 per year at current pay schedule.

The individual filling this position will serve as supervisor of a research group composed of 4 economists and 2 research analysts. Together with the division director, the supervising economist will develop research designs, schedule work of other analysts and prepare research reports. Responsibilities will include the presentation of research results to executive and legislative decision-makers.

Candidates should possess or be near completion of the Ph.D. degree. Prefer individuals with applied research experience, strong communication skills and demonstrated leadership and supervisory experience. Professional emphasis in natural resource and/or quantitative economics is also desirable.

Send resume to LaRae Jones, Personnel Officer, Office of the Governor, Pouch AK, Juneau, Alaska 99811. Deadline for submission of resumes is August 30, 1981. The Office of the Governor is an equal opportunity employer.

Publish: 7/22, 7/29/81

STATE OF ALASKA OFFICE OF THE GOVERNOR

The Division of Budget and Management, Office of the Governor, State of Alaska is recruiting for a Research Analyst II. This is a full-time, partially exempt position located in Juneau. Salary is approximately \$27,500 per year at current pay schedules.

The individual filling this position will perform a variety of research related tasks. These include data collection and analysis, organization of background material and preparation of analyses or assigned topics relating to State budgeting.

Applicants must have strong numerical skills, some familiarity with the use of computers in research application and good communication skills. A bachelors degree is required.

Send resume to LaRae Jones, Personnel Officer, Office of the Governor, Pouch AK, Juneau, Alaska, 99811. Deadline for submission of resumes is August 15, 1981. The Office of the Governor is an equal opportunity employer.

Publish: 7/22, 7/29/81



Special Education Interns - Elementary and Secondary
Salary Range D.O.E. 10-month Position
Must possess at least a Master's Degree or higher in Special Education. Must be eligible for or working towards Alaska Administrative Certification. Must have three (3) years or more of successful teaching experience in Special Education. Knowledge regarding PL-94-142, State of Alaska Special Education Regulations, diagnostic-prescriptive techniques, and curriculum development for exceptional children.

Elementary School Supervisor 12-month Position
Salary Range - \$46,899 to \$52,796 D.O.E.
Any combination equivalent to graduation from high school and three or more years satisfactory teaching on a regular certificate. Experience as an elementary principal and teacher is essential.

Office Manager - Superintendent's Office 12-month Position
Salary Range - \$22,000-\$29,000 D.O.E.
Any combination equivalent to graduation from high school and five years of responsible stenographic and secretarial experience. Education beyond high school is desirable. Candidates who have completed the Professional Standards Program or who are Certified Professional Secretaries will be given preference. Competent shorthand ability of no less than 100 words per minute with typing skill of no less than 60 words per minute. Short-hand, typing and word tests will be administered and considered for screening purposes. Applications accepted in the Personnel Department through July 24, 1981.

Rita R. Strachan
Director for Personnel
4600 DeBar Road
Pouch 6-614
Anchorage, Alaska 99502

Telephone: (907) 333-9561, Ext. 151
An Affirmative Action - Equal Opportunity Employer

The position may be subfilled with a starting salary of \$41,928 - \$44,982 depending on the candidate's experience. Performs comprehensive legal services for the Alaska Court System Administrative office. Minimum qualifications are admission to a state bar plus sufficient legal experience and ability to enable the handling of relatively difficult legal assignments under minimal supervision. Applicants should have either experience in active law practice or in court administration.

Interested applicants should submit a resume to the Personnel Office at 1007 West 3rd Avenue, Anchorage (2nd floor). Mailing address: 303 "K" Street, Anchorage, Alaska. Applications will be accepted through August 12, 1981.

AN AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS FROM WOMEN AND MINORITIES ARE ENCOURAGED

Publish: 7/22, 7/29, 8/05/81

JOB DESCRIPTION

POSITION: Executive/Program Director
CORPORATION: Alaska Native Commission on Alcoholism & Drug Abuse (ANCA) (A non-profit tax exempt Alaska Native Corporation)

LOCATION: 750 E. Fireweed Lane, Suite 2, Anchorage, AK 99503
HIRING DATE: Upon Notice

RESPONSIBILITIES

Serves as Project Director for Alaska Native Commission on Alcoholism and Drug Abuse. Will formulate and administer grant and contract for ANCA review and action. Will administer contracts in grants from federal and State of Alaska within the policies and guidelines with the ANCA Board of Directors. Will advise and enforce rules and regulations of the funding agencies.

DUTIES

Timely submission of federal and state monthly, quarterly, and yearly project and fiscal management reports. Monitors contracts with region, regional health corporations and native communities to insure compliance with contract terms and requirements. Will supervise central staff of ANCA. Perform as authorized agent of the corporation in matters which is authorized by the Board of Directors of ANCA. Will inform the Board of Directors of program progress. Will set up and implement advocacy advisory strategies and procedures for the staff for the increment of state fundings for the determination of program funding at the local level. Will assist local programs in the development of community based substance misuse programs.

QUALIFICATIONS

1. An combination of six years' administrative experience in the health and human services field of which two years shall have been in an administrative or supervisory capacity.

2. Proven ability to communicate in a cross-cultural situation; and

3. Prior experience in administrative detail work with non-profit corporations.

Alaskan Native preference will be given.

SALARY: DOE plus liberal fringe benefits.

Submit a completed standard job application form with a resume listing three references to: Executive Committee, ANCA, P.O. Box 42463, Anchorage, AK 99509.

Publish 7/22/81

DIRECTOR EMPLOYMENT AND TRAINING PROGRAM

Qualifications:
Graduation from an accredited four year college with a degree in Business or Public Administration or Social Sciences and or a graduate level master's or a minimum of three (3) years of professional experience in the administration, field of management or other related responsibilities or related work experience on a year-for-year basis.

Responsibilities:
Within the framework of the policies, procedures, guidelines and regulations of Keweenaw, Inc., and funding agencies, the Director is responsible for the overall administration and operation of the CETA Title III, Employment and Training program

serving the Bering Straits region.

1) Responsible for the planning, organizing, staffing, directing and controlling of the Keweenaw Employment and Training program.

2) Oversees the budgets, disbursements, and financial reports and ensure full compliance with the funding agencies.

3) In accordance with 20 CFR part 683.17(b) is responsible for the establishment of an Employment and Training Planning Council comprising of representatives of the private business and organized labor community based organizations, the client community and education and training agencies. The Planning Council will develop and recommend program plans, goals, policies and procedures and the need for and effectiveness of services provided.

4) Shall be responsible for the development and implementation of internal program management procedures to ensure the prevention of fraud and program abuse.

5) Responsible for the establishment of a planning process for the development of an annual comprehensive employment and training plan to be presented to the Board of Directors for comment and recommendation.

6) Responsible for development, approval and operation of all contracts and grants.

Keweenaw, Inc. support the Alaska Plan Policy equal employment opportunity for all qualified persons, according to the provisions of the "Individual Preference Act", it is the policy of Keweenaw to employ persons on the basis of qualifications for qualified members of the target groups with particular emphasis on Native American persons.

Salary: DOE Closing date is July 31 1981.

Contact: John Telton, Deputy Director, Keweenaw, Inc. Box 948, Keweenaw, Alaska 99762, Phone 443-5231.x

Publish: 7/22, 7/29/81

Clerical Office Full Time Secretary III

Duties and Responsibilities: Requires excellent typing skills and thorough knowledge of files. Researches accounting records and correspondence for accuracy. Prepares and issues invoices, contracts and payroll, to ascertain balance of accounts. Assists in preparation of budgets and grant applications, researches files and records for statistical information and/or procedures. Prepares the staff for the increment of state fundings for the determination of program funding at the local level. Will assist local programs in the development of community based substance misuse programs.

Qualifications: Two years experience in college education at such levels as to demonstrate distinct ability to handle progressively more responsible and complex office administration, administrative details, budget preparation, reports and statistical record keeping.

Apply at: Rural Alaska Community Action Program, 322 E. Eagle St., Anchorage, Alaska 99501.

Closing date: July 23, 1981, 4:30 p.m.

EOE

Publish: 7/22/81

WANTED FNAJOM Youth Education Director, B.A. in Social Science with a minimum of 2 years experience in program administration. Cross-Cultural experience essential and some business education or training. Closure date for application: until filled. Please submit resume to JOM Program, 310A First Ave., Fairbanks, AK 99701 for consideration. An application does not guarantee an interview.

Publish: 7/15, 7/22/81

WANTED TO BUY
A Lower Yukon fishing permit for next season. Please contact Mark Freshwaters, c/o General Delivery, Fairbanks, Alaska 99768 or call 468-4438.

Publish: 7/22 - 9/23/81

FOR SALE