

## Classified

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Publish: 9/4, 11, 18, 25/89 10/2, 9, 16, 23, 30/89  
11/6, 13, 20, 27/89 (1595)c

#### PROJECT ASSISTANT/STUDENT RECRUITMENT

The Alaska Native Health Board is accepting applications for a full-time position to assist Project Coordinator or Careers in Health for Alaska Natives/Students Recruitment Project. Applications must have excellent clerical and writing skills, some background in education. Responsible for coordinating travel, teleconferences, preparing minutes, and distributing/organizing scholarship information for students. Will prepare newsletters quarterly. Work closely with school districts. Occasional school presentations.

Closing Date: October 15, 1989  
Salary: DOE

Submit resume and 3 written references to: Alaska Native Health Board, 1345 Rudakof Circle, Suite 206, Anchorage, AK 99506

Native Preference.

Publish: 10/9/89(1727)c

#### "ATTENTION"

EARN MONEY READING BOOKS! \$32,000/year income potential. Details: (1) 802-836-6885 Ext. Bk. 9717.

Publish: 10/9, 16/89(2041)c

#### EXECUTIVE SECRETARY

Responsible for a wide variety of typing assignments. Prepares a variety of administrative reports, statements and rosters. Arranges meetings and conferences. Prepares annual budgets for the department. Schedules appointments and performs other duties as assigned. Qualifications: High School graduate or G.E.D. and three years progressive secretarial experience required and accurate typing skills of 50 wpm. Ability to transcribe dictation required. Alaska drivers license. Ability to speak Yupik desirable. To Apply contact, Personnel Office, Bristol Bay Area Health Corporation, P.O. Box 130, Dillingham, AK. 99576 (907) 842-5201.

Publish: 10/2, 9, 16/89(1718)c

#### DIRECTOR OF PERSONNEL

The KODIAK AREA NATIVE ASSOCIATION is recruiting for a Personnel Director. Kodiak Native preference applies to this position. Information including a job description may be obtained by contacting Cindy Weber at 488-5725 ext. 223, or Jennifer Kewan at ext. 224. Interested applicants should first submit a resume to Kodiak Area Native Association, 402 Center Avenue, Kodiak, AK 99615. Selected applicants may be invited to submit additional information and be interviewed.

The Personnel Director reports to the President and is responsible for employee recruitment, retention and development, including employee relations.

#### QUALIFICATIONS:

All interested Kodiak Native applicants are encouraged to apply since every effort will be made to credit actual work experience and performance equally with formal academic credentials. Demonstrated effectiveness in both human relations and program management are required.

Qualifying education and experience could include a bachelor's degree in business, political science, psychology or any related field, or at least six years experience as a program accomplishments and significant supervisory responsibilities. In addition, to the basic qualifying experience, a successful applicant should have at least two years experience in human relations work. This experience ideally would be in personnel administration, but could include solid experience as a counselor, teacher, negotiator or other work demonstrating clear ability to resolve people problems and provide training.

Salary range is \$36,000 - \$45,000. Open until filled.

Publish: 10/2, 9/89(1715)c

#### YUKON-KUSKOKWIM HEALTH COORDINATOR CAREER OPPORTUNITIES

##### HEALTH EDUCATION COORDINATOR

To coordinate the Health Education program in assuring that adequate and culturally relevant health promotion, disease prevention and education services are provided and to assist all YHHC programs in providing the same. Salary \$28,740 - \$31,614 Ann. DOE, plus liberal fringe benefits. QUALIFICATIONS: BA in Health Education or an allied health field plus two (2) years working experience in Community Health with at least one (1) year in cross-cultural health care delivery setting. The ability to communicate effectively, effective organization skills and knowledge of mass media usage is required. Apply by October 27, 1989.

Publish: 10/9, 16/89(2042)c

#### JOB RECRUITMENT NOTICE

Position Title: Deputy Director  
Salary: \$45,000 plus DOE  
Position Status: Permanent Full Time Exempt  
Closing date for applications: October 27, 1989

The position is responsible to: write proposals; administer personnel management functions; and assist in financial management activities. For more information on the job duties, desired qualifications, and an application contact:

Kawerak Incorporated  
PO Box 948  
Nome, AK 99762  
telephone: 907-443-5231

Publish: 9/4, 11, 16, 25/89 10/2, 9, 16, 23/89(1598)c

#### UNALAKLEET NATIVE CORPORATION NOTICE

Unalakleet Native Corporation shareholders, 18 years or older, interested in serving on the Board of Directors need to file their intention to run by filling out a Proxy Information Questionnaire. The questionnaires may be obtained at the Unalakleet Native Corporation office, P.O. Box 100, Unalakleet, Alaska 99684 or by calling 824-3411. The deadline for filing is 5:00 p.m. October 10, 1989.

Publish: 9/25 10/2, 9/89 (1661)c

JOB TITLE: Corporate Administrator  
LOCATION: Fairbanks, Alaska  
SALARY: DOE, plus benefit package.  
CLOSING October 18, 1989.  
DATE:

#### JOB RESPONSIBILITIES

Under the direction supervision of the ANCSA Village Corporation serving as principal manager of the Corporation and its subsidiaries. Administer and oversee all business operations, perform administrative duties and work towards promoting the economic well being of the corporation. Principal staff assistant to the Board of Directors to provide a full scope of administrative management services. Responsible for activities and functions in the field(s) of personnel management, procurement, property management and accountability, fiscal management, budget formulation, maintaining land management and protection, receive and establish goals, direct major financial programs to maximize returns on investment and increase productivity and making sure that Shareholder obligations are met.

#### APPLICATION PROCEDURE

To apply, submit a resume with three references attached to:

P.O. Box 74558  
Fairbanks, Alaska 99707

#### AN EQUAL OPPORTUNITY EMPLOYER EXERCISING NATIVE PREFERENCE.

Publish: 10/9, 16/89(1739)c

#### Position Opening for

##### SMALL BUSINESS ENTERPRISE MANAGER

The Louise Rude Center for Blind and Deaf Adults, a private, non-profit agency, is recruiting for the position of Small Business Manager, to provide day-to-day management of the Alaska Small Business Enterprise Program. The Manager will report to the Executive Director and will assist with the financial accounting system and maintenance of the SBE fund.

The Small Business Enterprise Manager will train vending facility manager; locate and develop future locations for vending facilities; submit final layout and bid proposals to the State Licensing Agency (Division of Vocational Rehabilitation).

Detailed description of the position may be obtained at the Louise Rude Center, 731 Gambell Street, Suite 200, Anchorage, AK 99501, or by calling 248-7770. Interested persons should submit a resume and three letters of reference. Qualified applicants will be invited to a structured job interview.

Qualifications: MA or BA degree in Business/Marketing/Management plus extensive experience in owning/operating small business (6 years or more), or extensive experience in owning/operating small business or franchise (8 years or more). Established track record in effective business management essential.

Applicant must possess ability to work effectively with persons who experience disabilities, to negotiate leases, contracts, policy changes and business practices; and to manage fiscal, personnel and equipment resources. Travel throughout Alaska and on-site field work are required.

Salary: DOE. Comprehensive benefits package.

Closing Date: 4:30 p.m., October 18, 1989.

The Louise Rude Center is an Equal Opportunity Employer.

Publish: 10/9/89(1738)c

#### INFANT LEARNING TEACHER

Infant Learning Teacher based in Cordova or Valdez, to provide services to families with handicapped children, 0-3 yrs. Duties include physical & environmental assessment, family assistance, community liaison, and education. Qualifications: BA in Special Education or Early Childhood Education (MS preferred) or State Certification in Physical Therapy, Speech/Language Therapy or Occupational Therapy. Min. 1 yr. exp. in child education, familiarity with community resources and support services, cross cultural experience, communication skills, administrative abilities. Monthly travel to Prince William Sound communities. Job description available. Position opening immediate. Submit resumes to the North Pacific Rm, 3300 C Street, Anchorage, AK 99503. Salary DOE & benefits.

Publish: 10/9/89(1728)c

#### MENTAL HEALTH DIRECTOR

The Aleutian/Pribilof Island Association, Inc. has an opening for a Mental Health Director. The site for this position is at the Aleutian Counseling Center in Unalakleet.

QUALIFICATIONS: Masters of Social Work with an emphasis in Psychology and Alcohol. Considerable knowledge about the practice of clinical psychology. Knowledge about the practice of clinical psychology. Knowledge of mental health systems and modern method of treatment. Must have a community mental health program orientation and understanding of working in areas of different cultures.

SALARY: DOE

Submit a resume and at least two references to:

Clara (Billie) Lewis, Health Director  
A/PIA  
1689 C Street  
Anchorage, Alaska 99501  
(907) 276-2700

Publish: 10/2, 9/89(1686)c

#### Rural CAP Child Development TRAINING SPECIALIST

Delivers Early Childhood/Head Start component competency based T/TA to Head Start parents & staff. Liaison between communities/central office. Field position (travel two weeks per month). Design and provide workshops. Trainer to CDA candidates.

REQUIREMENTS: BA/BS in Early Childhood or AA and two years equivalent or 4 years Equivalent with one year in overall program operations at community site. Must know CDA competencies and assessment process.

PREFERENCES: Head Start experience, CDA Credential, experience working with Adult Learners and variety of cultures.

SALARY: \$12.59 hr., DOE (hrs. neg.)

DURATION: Fixed terms - Ends May 31, 1990.

APPLY: Child Development Rural CAP, 731 East 8th Ave., Anchorage, AK 99501, or mail Resume to P.O. Box 200908, Anchorage, AK 99520. Send resume by 10/13/89, Interviews 10/17-10/18/89.

Rural CAP, Inc.: EOE.

Publish: 10/9/89(2036)c

#### JOB RECRUITMENT NOTICE

Position Title: President  
Salary: \$60,000 plus DOE  
Position Status: Permanent Full Time Exempt  
Closing date for applications: October 13, 1989

The individual selected would serve as the full time executive officer for a regional, non-profit human service organization serving the residents of the Bering Straits Region of Alaska. For more information on the job duties, desired qualifications, and an application contact:

Kawerak Incorporated  
PO Box 948  
Nome, AK 99762  
telephone: 907-443-5231

Publish: 9/4, 11, 18, 25/89 10/2, 9/89(1598)c

#### Rural CAP Education Coordinator - Head Start

Resp. for component in 22 rural preschool centers. Provides curriculum dev. and imp. T/TA on home visits, parent educ., lesson planning, approp. practice, transition to kindergarten.

DURATION: 40 hrs/week, rural travel, fixed term or 1 yr only.

SALARY: 28,280-36,706 DOE.

REQUIRED: BA/BA in ECE plus 1 yr exp. or 5 yrs. equiv. education and/or exp. Knowledge of rural AK lifestyle w strong ability to communicate in cross-cult. situations. Training experience. Valid AK driver's license. Current TB test.

PREFERRED: CDA, Head Start experience. APPLY TO: Rural CAP, P.O. Box 200908, Anchorage, AK 99520. Interviews scheduled 10/17-18/89. Send resume by 10/13/89.

Rural CAP is an EOE.

Publish: 10/9/89(2037)c

#### YUKON-KUSKOKWIM HEALTH CORPORATION CAREER OPPORTUNITIES

REGISTERED NURSE to promote quality client education and to augment practitioners in client followup. Salary DOE, plus liberal fringe benefits. QUALIFICATIONS: 1. Current licensed or eligible for licensure as Registered Nurse in Alaska; BSN preferred. 2. One year experience in obstetrics preferred. 3. Bilingual Yup'ik/English preferred.

Publish: 10/9, 16/89(2038)c

#### EXECUTIVE DIRECTOR

The Doyon Foundation, a newly formed charitable foundation, seeks applicants for the position of Executive Director. Requirements: College degree or equivalent with some emphasis in business administration or management or non-profit organization; experience in non-profit fundraising and preparation of grant proposals; ability to motivate a Board and volunteers; understanding of social and cultural issues affecting Alaska Natives. Salary range to \$45,000, depending upon qualifications. Resumes will be accepted until 5:00 p.m., October 13, 1989 and must be addressed to: Executive Director Search, Doyon Foundation, 201 First Avenue, Fairbanks, Alaska 99701. For a detailed job description, contact Robin Rantroe, (907) 452-4755.

Publish: 9/18, 25/89, 10/9/89(1628)c

## Legal

#### STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES NORTHERN REGION DESIGN AND CONSTRUCTION

##### INVITATION TO BID

Sealed bids in single copy for furnishing all labor, materials, equipment and performing all work on Project No. HES-044-5(9)64280, Airport Way Frontage Road, Illumination Upgrade, described herein, will be received until 2:00 p.m. prevailing time, November 14, 1989 in building, Room 4, 2301 Peger Road, Fairbanks, Alaska.

The Project will consist of upgrading intersection illumination at 6 locations between University Avenue and Cowles Street on Airport Way in Fairbanks.

Engineer's Estimate is less than \$1,00,000.

Principal items of work include the following: 29 Each, Lighting Standards; and 2 Each, Type III Footings.

All work shall be completed by June 30, 1990.

The Department of Transportation and Public Facilities hereby notifies all bidders that it will affirmatively assure that in any contract entered into pursuant to this invitation, Female and Minority Business Enterprises will be afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

One set of plans, specifications and other bidding documents may be obtained at no charge by all who have a bona fide need for them for bidding purposes from the Chief of Technical Services, Technical Services Building, Room 3, 2301 Peger Road, Fairbanks, Alaska, 99709, telephone number (907) 451-2247.

Bidding documents are available for inspection at the Regional Department of Transportation and Public Facilities offices in Fairbanks, Anchorage, and Juneau and the Associated General Contractors offices in Fairbanks, Anchorage and Seattle.

Publish: 10/9/89(2023)c

#### STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES CENTRAL REGION DESIGN AND CONSTRUCTION

##### INVITATION FOR BIDS

Sealed bids in single copy for furnishing labor, materials and equipment, and performing all work on Project No. IROA-2(1)57123, Parks Highway, MP 104-133, described herein, will be received until 2:00 p.m. prevailing time, November 1, 1989 in the office of the Review and Contracts Engineer, 4111 Aviation Avenue, Anchorage, Alaska.

This project will consist of an asphalt overlay from the Sleetina River Bridge to the Chulitna River Bridge. Other work will include guardrail, signing, striping, rumble strips, slope flattening, and ditches.

The principal quantities of work are Crushed Aggregate Base Course, 18,000 Tons; Asphalt Concrete, Type II, 84,400 Tons; W-Beam Guardrail, 16,800 L.F.; Bridgerail Retrofit, 2,275 L.F.; and Preformed Pavement Markings, L.S.

The Engineer's Estimate is between \$2,500,000 and \$5,000,000.

All work shall be completed in 240 calendar days.

The Department of Transportation and Public Facilities (DOT&PF) hereby notifies all bidders that it will affirmatively assure that in any contract entered into pursuant to this invitation, Disadvantaged Business Enterprises (DBE) and Women Business Enterprises (WBE) will be afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

The DBE goal for this project is 11 percent. The WBE goal is included in this percentage.

PLANS, SPECIFICATIONS AND BIDDING INFORMATION MAY BE OBTAINED BETWEEN THE HOURS OF 8:30 TO 11:30 A.M. AND 12:30 TO 4:00 P.M. by all who have a bona fide need for them for bidding purposes from the plans room of the Contracts Unit, Technical Services Section, 4111 Aviation Avenue, Anchorage, Alaska (907) 266-1674 (mailing address: P.O. Box 198900, Anchorage, Alaska 99519-8900).

Documents are available for INSPECTION at: AGC office in Anchorage, Fairbanks, Soldotna, Seattle and Tacoma; the Plans Room, Anchorage and Fairbanks; Alaska Business Development Center, Anchorage; Dodge-Scan, Seattle; Construction Data News and Northwest Construction Council, Seattle; Associated Sub-Contractors, Tacoma; Regional DOT&PF, Anchorage, Douglas and Fairbanks.

Publish: 10/9/89(1726)c

#### STATE OF ALASKA ALASKA COMMISSION ON POSTSECONDARY EDUCATION

##### POSITION ANNOUNCEMENT

Title: Assistant Director for Research and Policy Analysis.

Location: Juneau

Salary: Range 21 (\$3,831 per month plus benefits)

Under general direction of the Executive Director, this position is responsible for the agency's policy analysis and data collection activities related to postsecondary education and student financial assistance programs in Alaska.

#### Description of Duties:

This Assistant Director position comprises part of a management team that assists and advises the Executive Director in the performance duties as

mandated by law and additional activities as directed by the Commission. Primary responsibility is to provide substantial research and data-gathering support to the Executive Director and Commission committees and task forces for use in the production of reports and studies. The position also serves in an advisory role by analyzing policy issues for use by the Executive Director and the Commission in decision-making processes. Work emphasis is on coordination and liaison aspects of research and analysis as well as the statistical and technical function.

#### Knowledge and Skills

Knowledge of: assessment and evaluation strategies and principles; data management principles and methods; statistical theory and procedures; research techniques; and information management services.

Specialized knowledge desired in: postsecondary educational institutional governance structures; governmental organizations and functions; legislative processes and procedures; and student financial assistance programs.

#### Minimum Qualifications:

A graduate degree in an appropriate field from an accredited institution is desired.

Graduation with a baccalaureate degree from an accredited institution in an appropriate field is required.

#### AND

at least five years experience in a postsecondary institutional environment with responsibility in research, teaching, student financial aid, and/or administrative experience.

#### OR

at least five years experience in public or business administration, public relations, government, political science, information services, or closely related field in which research and policy analysis was a primary job responsibility.

Preferred Qualifications: Because of the nature of the agency, candidates are desired to possess a graduate degree with experience in postsecondary educational issues.

Application Deadline: Resumes should be addressed to the Executive Director, Alaska Commission on Postsecondary Education, Box FP, Juneau, Alaska, 99811 and must be received in the Commission office by 5 p.m., Friday, October 20, 1989.

Equal Opportunity Employer

Publish: 10/2, 9, 16/89(1688)c

#### REQUEST FOR PROPOSALS

The housing authority will receive written proposals for architectural services for 20 units of HUD funded Mutual Help Housing, HUD Project No. AK04B006042, located in Noorvik, Alaska, and No. AK94B006043, located in Kiana, Alaska.

1. Proposals will be accepted until 2:00 p.m. local time, October 12, 1989 at the office of Northwest Inupiat Housing Authority.

2. Indian/Alaskan Native-owned firms are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises. The work to be performed under this contract is a project subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e (b)). The proposal packet includes details.

3. The Housing Authority will select an Architectural firm on a point system of specific evaluation factors with a maximum of 100 points possible.

4. Interested Architectural firms must request a proposal packet which includes the evaluation criteria to be used in contract award, the contract form, and Indian preference requirements.

5. Proposal packets are available at no cost from: Northwest Inupiat Housing Authority ADDRESS: P.O. Box 331, Kotzebue, Alaska 99752 ATTENTION: Jeffery J. Hadley, Executive Director TELEPHONE: (907) 442-3450

Packets will be sent PRIORITY MAIL unless proposer makes other arrangements.

Publish: 9/25/89 10/2, 9/89(1684)c

#### PUBLIC NOTICE

The BIRNIRK HISTORIC LANDMARK, locally known as Pigniq or "Shooting Station," is a protected HISTORIC LANDMARK.

Under the terms of the NARL AGREEMENT (Land Exchange) the Ukpavik Inupiat Corporation (UIC) is responsible to protect, maintain and preserve from any development, the Birnirk National Historic Landmark, unless proposed development is consistent with the purposes of the Landmark designation, and such development is duly authorized.

UIC is concerned that encroachment by Pigniq residents has occurred in several instances, in violation of previous "Notices" that the area is protected.

Notice is hereby given that a SITE AND BOUNDARY SURVEY will be performed which will re-establish the limits to where Pigniq Campsites can be located.

Results of the Survey will be made public once completed, and a plan of action to relocate any camps from within the Landmark Boundaries shall be taken.

UIC is requesting the continued cooperation of Barrow residents in protecting this important National Historic Landmark.

Any comments, questions or concerns should be directed to:

UIC Real Estate Dept.  
P.O. Box 427  
Barrow, Alaska 99723  
Phone: (907) 852-4450

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