

LEGAL NOTICE

INVITATION FOR BIDS STATE OF ALASKA DEPARTMENT OF HIGHWAYS

Sealed bids in single copy for furnishing all labor, materials and equipment, and performing all work on Project S-0380(3), Naknek to King Salmon described herein, will be received until 2:00 p.m. prevailing time, December 28, 1972, in the Commissioner's Office, Department of Highways, Island Center Building, Douglas, Alaska.

This project will consist of grading, drainage and treated subbase surfacing of 3.0 miles of roadway, at 3 separate locations, between Naknek and King Salmon, Alaska.

Principal items of work consist of the following: 19,258 cubic yards of borrow and 8,088 cubic yards of treated subbase; 668 linear feet of 24 inch pipe conduit; 64 linear feet 144 inch diameter structural plate pipe; 1,450 linear feet of beam type guardrail; 13 culvert thaw wire installations; and miscellaneous items of work.

All work shall be completed in 180 Calendar days.

Plans and specifications may be obtained by all who have a bona fide need for them for bidding purposes from the Chief Design Engineer, P.O. Box 1467, Juneau, Alaska. Plans may be examined at Department of Highway Offices in Anchorage, Fairbanks, Valdez and Nome.

B. A. Campbell
Commissioner of Highways

Publish December 6, 13 and 20, 1972

CLASSIFIED

SECRETARY

THE JOB:

To work as a general office secretary for the Fairbanks T.V.A. Development, Inc. based in Fairbanks, Alaska. Must have a minimum of three years progressive stenographic experience. Bookkeeping experience highly desirable.

DUTIES:

Will perform a full range of clerical functions with nominal supervision from the District's Administrative Assistant. Frequent responsibility for composition of routine correspondence for the District's Executive Director. Heavy file maintenance, agenda and minutes preparation, meeting scheduling, and some travel arrangement making.

NECESSARY QUALIFICATIONS:

Thorough knowledge of the latest office practices, procedures, etc. Command of business English; spelling and some math. Familiarity with municipal administration, grant funding, research work, and local development programs particularly helpful. Must be "thoroughly modern" in relations with others. Considerable skill and speed in typing an absolute must.

EDUCATION:

High school and some college necessary for this position. Recent secretarial and office practice courses very desirable.

Please send resume to:

Greg S. Thies
Executive Director
Fairbanks T.V.A. Development, Inc.
510 Second Avenue
P.O.Box 1267
Fairbanks, Alaska 99707

All resumes and applications must be received no later than December 15, 1972, or until vacancy is filled.

AN EQUAL OPPORTUNITY EMPLOYER.