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## Classified

### HELP WANTED

KSKA, Anchorage Public Radio, is seeking a Development Associate. Major responsibilities include volunteer recruitment and training, underwriting/corporate development, assistance with fundraising events and membership activities. Degree in marketing, communication or related field, and one year experience in similar position mandatory. Send resume only to Development Director, KSKA, 4101 University Drive, 99508. Deadline: May 10th, 5 p.m. EOE.

Publish: 5/6/85 (9457)

#### BUSINESS MANAGER

The Rural Alaska Community Action Program, Inc. (Rural CAP), 327 Eagle Street, Anchorage, Alaska 99501, (907) 279-2511, is recruiting for the position of Business Manager. Applications for this position must be received in our office no later than Wednesday, May 8, 1985, at 4:30 p.m.

**QUALIFICATIONS:** B.A. Degree in Business, Economics, Finance or related field, plus a minimum of 5 years experience in business or public administration, with at least 2 years progressively greater supervisory experience. Education may substitute for experience or vice versa on a year-for-year basis. Must be familiar with funding procedures and regulations of state and federal agencies, especially the Department of Health and Human Services. A demonstrated knowledge of the cultural, economic and social conditions of rural Alaska is highly desirable. Familiarity with the applications of computer systems is also desired.

**DUTIES AND RESPONSIBILITIES:** The Business Manager serves as the Chief Financial Officer of the agency, responsible for an annual budget of \$5.5 million. Applicants who meet the minimum qualifications should call or write to obtain a copy of the complete job description.

**Reports to:** Executive Director, Duty Station, Anchorage; **Salary:** Executive Schedule, starting at \$38,470 DOE annually, plus benefits.

Rural CAP is an equal opportunity employer, and all qualified applicants will receive consideration for employment, without regard to race, religion, color, national origin, age, physical handicap, sex or marital status.

Publish: 4/22,29 5/6/85 (9261)

#### TARIFF AND SEPARATIONS SUPERVISOR

Matanuska Telephone Association, Inc. has a position opening for a Tariff and Separations Supervisor. This position is responsible for the timely preparation, filing and administration of MTA's tariffs which include APUC Exchange Tariffs, FCC Access Charge Tariffs.

We require a minimum of 5 years experience in all phases of telephone separations, rates and tariffs, and experience working before regulatory commissions.

The position provides DOE salary and an excellent benefit package.

Interested individuals should submit a written resume to Mary Lou Briggs, Personnel Manager, Matanuska Telephone Association, Inc., P.O. Box 1388, Palmer, AK 99645 no later than 5:00 p.m., Friday, May 17, 1985.

#### AN EQUAL OPPORTUNITY EMPLOYER M/F

Publish: 4/22,29 5/6/85 (9266)

The University of Alaska Fairbanks accepts applications for employment for nonexempt positions at the University on a continuing basis at room 109 Bunnell Building UAF campus, Wednesday through Friday 11:00 am. to 3:00 pm. UAF is an EEO/AA Employer and Educational Institution.

2/4, 3/4, 4/1, 5/6, 6/4/85 (8423)

#### POSITION ANNOUNCEMENT

Position: Executive Director

Supervisor: President, Board of Directors

Responsibilities: Oversees the management and development of a non-profit corporation of 20

employees providing comprehensive services for victims of domestic violence and sexual assault. Serves at the discretion of the Board of Directors to administer the program in congruence with all applicable local, state, and federal laws and regulations.

Minimum qualifications: BA degree and/or extensive administrative experience, preferably in rural Alaska; awareness of issues relating to domestic violence, sexual assault and alcoholism; familiarity with writing grants and managing multiple funding; knowledge of basic accounting systems and budget management; willingness to model non-violent, sober behavior in the community; experience in fundraising and public relations.

Salary: \$35,000-\$37,000 DOE

To apply: Submit resume, letter of interest, and three letters of reference to:

Search Committee  
Tundra Women's Coalition  
PO Box 1537  
Bethel, Alaska 99559

Deadline to submit application: May 13, 1985. Final applicants must be willing to finance their own travel for in-person interview in Bethel.

Hire date: June 3, 1985

TWC is an Equal Opportunity/Affirmative Action Employer.

Publish: 4/22 run until further notice (9262)

#### EARN HUNDREDS WEEKLY!

For Free details, send SASE to R. Cooper 302 Forest Columbus, TX 78934  
Publish: 4/15,22,29 5/6 (8951)

#### WANTED

We pay top dollar for your BASKETS! Send them in along with your price and phone number to: Pacific Rim Arts Group, 436 W. 4th Ave., Suite -1, Anchorage, AK 99501 Phone 278-1072

Publish: 4/8/85 (8919)

#### ATTENTION BUILDERS/HOMEOWNERS

Tempered safety glass thermal panes. New seconds-excellent quality. Huge savings: 34 x 76 equals \$72.00, 46 x 76 equals \$92.00. Price includes shipment to Anchorage. Must order May 1st for May 23rd arrival. Local references. (503) 964-3785.

Publish: 4/22,29/85 (9265)

Fabric, Mail-order. For current swatch cards and prices write: Annies, SRA Box 6637, Wasilla, Alaska 99687.

Publish: 5/6,13/85 (9302)

#### THE PROP SHOP

Up to 45 inch props pitched and balanced. Dan Dye, 274-0029.

Publish: 4/29 5/6,13/85 (9268)

## Legal

### LEGAL NOTICE

#### REQUEST FOR PROPOSALS

The State of Alaska Department of Transportation and Public Facilities (DOT & PF), Construction Section, Northern Region is requesting proposals for a Professional Services Agreement for Land Surveying.

The services required are for surveying on the Taylor Highway between mile 23 and 43.

In general, the work will involve taking cross sections at 100 foot intervals of the excavation and embankment. It is estimated that cross sections will be required on 50% to 75% of the project. Centerline will be re-established using existing references, and elevations will be determined by using existing benchmarks.

All work will be performed under the direct supervision of a licensed surveyor.

All work must be complete within 60 days from the awarding of a contract.

An audit evaluation of consultants business may be conducted prior to negotiations for an agreement.

DOT/PF hereby notifies all respondents that it will assure that for any agreement entered into pursuant to this request for proposals, female and minority disadvantaged business enterprises will be afforded full opportunity to submit proposals and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an agreement.

Consultants will be required to provide proof of insurance coverage for professional liability, workers compensation, employer's liability, comprehensive general liability and comprehensive automobile liability.

The Department shall not be liable for any cost incurred by any consultant in response to this request for proposals or for any proposal development costs by any consultant to which an agreement is awarded. Work, and payment for work, will be authorized only upon issue of a notice to proceed by the DOT & PF project manager.

Any agreement resulting from this proposal is not valid until approved by the Commissioner of DOT & PF or his designee.

The right is reserved by the Department to reject any and all proposals.

Proposals must be addressed to:

Orien Entzel, Construction Group Chief  
Department of Transportation  
and Public Facilities  
Construction Section  
2301 Peger Road  
Fairbanks, AK 99701

Proposals must be received at 2301 Peger Road no later than 4:30 P.M. Fairbanks, Alaska time on

(Continued on Page Thirteen)