

NOTICE OF PUBLIC MEETING

The Board of Directors of the Northern Alaska Health Resources Association, Inc., will hold a quarterly meeting on Sunday, February 11, 1979 at 9:00 a.m. and continued on Monday, February 12, 1979, at 9:00 a.m. at the Chamber of Commerce, 550 First Avenue, Fairbanks. The main purpose of the meeting is discussion and revision of the Second Edition of the Health Systems Plan. The public is invited to attend. For further information, please contact the NAHRA office

Northern Alaska Health Resources Association
529 5th Avenue, Suite 8
Fairbanks, Alaska
456-2553

Tundra Times Statewide Classified

TUNDRA TIMES CLASSIFIED ADS REACH READERS IN EVERY VILLAGE AND CITY IN ALASKA

RATES:

CLASSIFIED -	
16 pt. line	55 cents
3 or more insertions	50 cents
LEGAL -	
16 pt. line	60 cents
Approximately 5 words to each line	
Minimum - 2 lines	

TO ORDER:

Call (907) 279-0012 or 279-0335

Or write:

639 "I" Street

Anchorage, Alaska 99501

Prepayment required on all orders received from outside of Alaska.

1. HELP WANTED

PSYCHIATRIC SOCIAL WORKER
For Tanana Chiefs Conference Community Mental Health program.

Under the direction of the T.C.C.-M.H. director provides mental health services at the Fairbanks A.N.H.S. clinic and weekly itinerant services to children and adults, information, referral, consultation, etc.

MUST HAVE M.S.W. IN PSYCHIATRIC SOCIAL WORK OR EQUIVALENT.

Preference given to person with knowledge of village life.

\$24,000 - \$28,000 D.O.E.

Call 452-2446 (8-5) or 456-3367 (weekends).

HELP WANTED

The TUNDRA TIMES is seeking advertising sales representatives throughout the state. Qualified applicants should be bright, energetic and self-motivated. We are a growing organization offering top-notch incentives. For further information, contact:

Elaune Wurster

Advertising Manager

Tundra Times

639 "I" Street

Anchorage, Alaska 99501

or phone 279-0012 or 279-0335.

HELP WANTED

POSITION OPENING

DEPUTY DIRECTOR

KAWERAK, INC.

POSITION: Responsible for day to day administration, Program Planning and Development, and Personnel and Office Management of Regional Non Project Corporation.
QUALIFICATIONS: Must have Administration and Personnel Management experience. Thorough know-

ledge of Federal and State agencies, and proposal writing and planning experience. Business degree preferred but not necessary with proper experience.

SALARY: \$28,000 + D.O.E.

Send resume to Kawerak, Inc.

P.O. Box 948

Nome, AK 99562

UNTIL January 12, 1979.

HELP WANTED

**JOB ANNOUNCEMENT
COMPTROLLER**

DUTIES:
Under the President or Vice-President of Operations, serves as chief of a finance activity for all programs with AVCP, coordinates budgets, interpreting rules, regulations and statistics; budgeting formulation, financial status reporting, managing of comprehensive quantity management information systems and/or specialized financial or accounting systems, and assists the Vice-President of Operations in program matters.

Supervises staff of the accounts and maintains a financial management system including budgeting, accounting, or managerial finance reporting. Will be responsible for complicated parallel accounting, financial and budgetary systems related to federally funded or specially funded programs and requiring separate and distinct activities from regular activities. KNOWLEDGES, SKILLS, AND ABILITIES:

Knowledge of: Accounting principles and procedures; accounting and budgeting; the uniform accounting system and financial organization and related laws, rules and regulations; principles of business management, including office methods and procedures; principles and techniques of personnel management and supervision and planning, organizing, and directing working of others; principles of public finance, business law, federal and programmatic fund accounting (where applicable), basic systems design, basic auditing statistical basics, cost accounting and managerial reporting.

Ability to: Apply accounting principles and procedures; plan, organize and direct work of others; analyze data and draw sound conclusions; analyze complex budgets and financial practices accurately and adopt an effective course of action; prepare clear, complete, concise reports; make sound decisions and recommendations in regard to professional accounting problems and in maintaining control of the corporate budget; establish and maintain cooperative relationship with those contacted in the work; speak and write effectively.

MINIMUM QUALIFICATIONS:

Graduation from college or the equivalent with a major in accounting, business administration, economics or a closely related field or four (4) years additional accounting or accounting clerical experience or any combination of education and experience equivalent to this.

SALARY RANGE: Minimum starting - D.O.E.

SEND RESUME TO:

Carl Back

President

Association of Village Council
Presidents
P.O. Box 219
Bethel, Alaska 99559

HELP WANTED

BUDGET ANALYST

The Budget Analyst shall be responsible to the President of the Board of Regents and/or the Chairperson of the Finance Committee, with reporting lines through the President of the Board in the evaluation of the budget, and other related assignments as directed by the Board of Regents. Additional responsibilities include collection and compilation of data to assist the Board in the evaluation of the budget, and other related assignments as directed by the Board of Regents. Qualifications: Bachelor's degree, preferably in Business Administration; five years' experience as a budget analyst with three years in a college or university. Additional related financial administrative experience in higher education institution is also desirable.

SALARY: Dependent on experience. Apply to the Office of Statewide Personnel, 113 Bunnell Building, University of Alaska, Fairbanks, Alaska 99701, postmarked no later than January 24, 1979.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
EMPLOYER**

HELP WANTED

**POSITION VACANCY
ANNOUNCEMENTS**

The Health Authority of the Tanana Chiefs Conference is accepting applications for the following new professional positions:

(1) Division Director, Patient Care Services

Responsibilities: Management of five patient care service programs; monitoring of contract and grant budgets with personnel and supervisory responsibilities; limited travel.

(2) Division Director, Community Health Development

Responsibilities: Management of community health development program activities, including planning, community liaison, board relationships and staff training - financial and personnel supervisory responsibilities; frequent travel.

(3) Division Director, Health Education Services

Responsibilities: Management and program development of several health education programs; financial and personnel supervisory responsibilities; involvement in teaching programs.

(4) Division Director, Community Health Services

Responsibilities: Management of TCHA participation in a range of rural community health projects; extensive liaison with community governments and government agencies; limited supervisory responsibilities.

QUALIFICATIONS (for all positions):

Minimum of Associate Degree or equivalent experience in health services management; preference to applicants with a working knowledge of the health care delivery system serving Alaska Natives.

LOCATION: Tanana Chiefs Conference, Fairbanks office.

SALARIES: Dependent on experience, with fringe benefits. For application and specific job descriptions, contact Paul Sherry, Health Authority Director, or Sharon Sunnyboy, Executive Assistant.

Tanana Chiefs Health Authority
Doyon Building, 2nd Floor
First & Hall Streets
Fairbanks, AK 99701

Telephone: 452-8251, ext. 49
Applications will be accepted through January 12, 1979. The Tanana Chiefs Conference, Inc. is an equal opportunity employer.

HELP WANTED

NOTICE OF EMPLOYMENT
Position available: Director of College Relations

App't dated: January 22 1979
Responsibilities: All college publications incl. yearly reports, handbooks, cards, recruitment brochures, news radio/TV releases. Represent college at conferences and civic events.

Qualifications: Journalism/Photography background. Must be able to "meet the public".

SALARY: DOE
Direct inquiries and vita to:

Connie Simpson
Asst. Director of Advancement
Box 479
Sitka, Alaska 99835

Application deadline: Jan. 8, 1979
Sheldon Jackson College is an Equal Opportunity Employer/Educator

HELP WANTED

POSITION TITLE: Administrative Assistant

LOCATION: Anchorage, Alaska
SALARY: Range \$13,000-16,000/year D.O.E.

CLOSING DATE: January 12, 1979

or until filled

QUALIFICATIONS: Three years executive secretarial experience or equivalent. Must be able to work independently, show initiative in assuming responsibilities and show maturity, tact and discretion when dealing with the public and officials. Office skills required; type 70 words per minute, shorthand 80 words per minute; use of IBM Memory Typewriter, dictaphone, ten key adding machine and copier.

DUTIES: Provides general office staff support to the Executive Director. Records and coordinates meetings for the Alaska Native Health Board. Prepares correspondence, maintains files, arranges travel for staff and consultants, edits proposals and other duties as assigned.

MAIL RESUME TO:
Mr. Gregg Bresford
Executive Director
Alaska Native Health Board
Box 3-3997
Anchorage, AK 99501

2. ITEMS WANTED

WANT TO BUY

WE BUY ESKIMO ARTIFACTS
Prehistoric to turn of century

3. LEGAL NOTICES

NOTICE FOR PUBLICATION
Under the provisions of the Public Airport Act of May 24, 1928 (45 Stat. 728, 49 U.S.C. 211-214), as amended, the State of Alaska, on July 7, 1975 filed an application serial number F-21745 for a 20-year lease; for public land described as:

That certain real property located in protracted Sections 27 and 28, Township 17 North, Range 9 East, Fairbanks Meridian, Alaska, lying and being within the Fairbanks - Recording District Fourth Judicial District, State of Alaska, more particularly described as follows:

Commencing at U.S.M.N. No. 4481 which is common to Corner No. 2 of U.S. Survey No. 4481 Alaska, proceed S 85 degrees 34' 34" W a distance of 399.86 feet to the TRUE POINT OF BEGINNING;

thence N 80 degrees 48' 43" W a distance of 1000.00 feet to a point;

thence N 9 degrees 11' 17" E a distance of 4600.00 feet to a point;

thence S 80 degrees 48' 43" E a distance of 1000.00 feet to a point;

thence S 9 degrees 11' 17" W a distance of 4600.00 feet to the TRUE POINT OF BEGINNING.

This tract having an area of 105.60 acres, more or less.

(The parcel described above is designated as Tract I on the State of Alaska Birch Creek Airport property plan dated July 2, 1975 and revised through December 13, 1977.)

One purpose of this notice is to allow all persons claiming the lands adversely to file in this office their objections to issuance of a lease to the State within 30 days after the first publication of a protest, together with evidence that the protest has been served on the applicant. Such persons must serve on the Director, Department of Transportation and Public Facilities, State of Alaska, Pouch 6900, Anchorage, Alaska 99502, a copy of their objection and furnish evidence of such service to the Bureau of Land Management, Fairbanks District Office, Box 1150, Fairbanks, Alaska 99707. Notice is also given that the above-described lands have, since the date on which the State filed the application, been segregated from all applications and appropriations under the public land laws, including settlement under the homestead and similar laws and locations under the mining laws. Settlements and locations initiated on or after this date are null and void.

Carl D. Johnson
District Manager

Publish Dec. 13, 20, 27, Jan. 3, 10.