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PERSONNEL MANAGER

Manager a comprehensive personnel management system that is supportive of management and staff. \$31,200-\$4,700 annual plus liberal fringe benefits. Qualifications: BA-BS from an accredited college or university with a major in personnel management plus two years experience, or AA-AS degree from an accredited college or university with a major in personnel management plus four years experience, or High School diploma or equivalent plus six months extensive training in personnel management principles, and substituting on a year-to-year basis; experience substituting for education in personnel management. Knowledge of: Principles and practices associated with personnel management, the Y-KHC, its services, the areas and the people served, the area's cultural influence in employment and effect on program administration, Yupik and English and proper usage of both, and current literature, trends and development in the discipline

of personnel management. Ability to: Develop, organize, plan, direct and evaluate the function of personnel management. Exercise leadership in promoting good personnel management, present matters in precise and concise language analyze complex problems and identify solutions, write clearly and concisely, relate to management, supervisory staff, employees, board members, people served, private local, State and Federal agency representatives and establish and maintain good working relationships. Apply by October 30, 1997.

DEPUTY DIRECTOR OF OPERATIONS

Responsibility and authority to plan, coordinate and monitor the day-to-day operational activities of Y-KHC programs and support services of human resource and finance departments, directly and through subordinate directors and managers. This includes resolution of grievances, fiscal issues, programmatic problems and others. Assumes consistency and equity of all policies through Y-KHC. Salary DOE plus liberal fringe benefits. Qualifications: (1) graduate from a four year course from

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