

HELP WANTED

Position: City Manager

Location:
Mtn. Village City Office
Box 204
Mtn. Village, AK 99632

Responsibilities:

Must be able to work with City Council and establish a sound Management System in Fiscal, Personnel, and Record systems.
Individual must have knowledge in Budgeting, Federal and State contracts and Grants, Financial reporting to both Council and Funding Sources. Person must be able to report on Federal/State tax Statements on timely basis. Establish proper operation and Maintenance procedures for City owned property, Water and Sewer System Equipment.
Able to write and negotiate construction, and Lease contracts. Having knowledge in Proposal writing is preferred.

Qualifications:

At least High School Education or G.E.D. Degree in Office Type management or must have Four Years Experience in Office Work.

Salary: Negotiable

Contact:
Alvin Ivanoff or Paul Beans
Phone 591-2929
or write to:
City Council
Mtn. Village, AK 99632

Publish: 8/17, 8/24, 8/31, 9/07/81

Anticipated Opening, Research Assist., Half time, perm., 9/1 - 6/30/82
Assoc. Res. Assoc. in implementation

of social impact study on alcohol and drug use related to gas pipeline construction. Familiarity with social research project required. Apply: B. Segal, Director, Center of Alcohol and Addiction Studies, University of Alaska, Anchorage, 3211 Providence Dr., Anchorage, AK 99504, closing: 8/23. Salary: DOE UAA is an AA/EEO Employer and Educational Institution.

Publish: 8/12, 8/19/81

Coordinator of
Media Services

Major Duties: Establishing a media studio at PWSCC and coordinating the delivery of educational television to the PWSCC service area.

Qualifications: Ability to develop college level video classes; familiarity with script writing, film editing and formulating; grant writing and demonstrated organizational abilities.

Salary: \$2,714/month.

Coordinator of
Student Services
(.5 FTE)

Responsibilities for the half-time position include coordinating financial aid, counseling, student activities, and student recruitment at PWSCC.

Qualifications: Teaching and administrative experience in high education; ability to relate well to faculty and students; familiarity with university AA and EEO policies; and demonstrated organizational abilities.

Position contingent upon availability of funding.

Salary: \$1,357/month.

These two positions will be funded

only through June 30, 1981.

Closing Date for applications: Aug. 21, 1981

Submit resume, official transcripts and three letters of reference to: Search Committee, Liberal Arts Department, Prince William Sound Community College, P.O. Box 590, Valdez, AK 99686.

The University of Alaska is an AA/EEO employer and educational institution. Your applications with the University of Alaska is subject to public disclosure.

Publish: 8/17/81

JOB TITLE: Mental Health Staff Clinician

The North Slope Borough Community Mental Health Center has a position opening for Master's Level Clinician.

MINIMUM QUALIFICATIONS:

Education: Master's degree in Social Work, Psychology or Psychiatric Nursing from accredited institution with clinical counseling specialty; public health curriculum preferred.

Experience: Minimum two years' experience in supervised clinical counseling administrative, and rural experience helpful.

PROFESSIONAL DUTIES:

1. Direct clinical services to both community and villages.
2. Assistant to Director, assume responsibilities for daily operations in absence of key personnel.
3. Position incorporates inservice training to other agencies, develop-

ment of community education, group facilitation.

SALARY RANGE: \$35,000 plus benefit package.

CONTACT PERSON:

Robert W. Rowland, Ed.D.
Director
North Slope Borough Mental Health Center
Box 669
Barrow, Alaska 99723

Phone: 907 852-5600

Publish: 8/17, 8/24/81

TUNDRA TIMES REPORTER POSITION OPENING

The Tundra Times is accepting applications for a news reporter with 2 years experience or more. A knowledge of Native Cultures and affairs preferable.

Send resume to the Attention of the Editor, TUNDRA TIMES, 639 "I" Street, Anchorage, AK 99501.

Publish: 8/17, 8/24, 9/1, 9/7/81

JOB ANNOUNCEMENT

Position: Kotzebue Alcohol Safety Action Program Task Director

Qualifications:

High School or GED, knowledge of Kotzebue area and people, able to work well with public, establish and maintain communication system with the court.

Responsibilities:

Task director is responsible for client contracts, background investigations evaluation, referral and assignments, monitoring, and follow-up reporting.

Salary: \$27,000 yearly; 37.5 hours a

week.
Closing Date: August 21, 1981.

Contact:
Grace E. Lincoln RN,
Director Northwest Regional Alcoholism Program
Marillac Association
P.O. Box 256
Kotzebue, AK 99752
(907) 442-3914

Publish: 8/17/81

TEEN CENTER RECREATION DIRECTOR

Contact person, Colleen McGauley, Kotzebue Teen Center, Box 268, Kotzebue, Alaska 99752, phone 442-3979. Background desired: 2 years successful experience in directing a recreational/educational youth program. Desired skills: ability to work with youth, particularly Native youth of Northwestern Alaska; to generate funding and volunteer assistance; to develop and administer youth programs; to work with community groups in organizing effective programs. Send resume or call. Salary depending on experience. Date of hire: 8/26/81

Publish: 8/17, 8/24/81

JOB OPENING POSITION: Trainer - EMT

SALARY: \$24,720 or \$26,532 DOE

Under the direction of the Training Coordinator, instructs and certifies Emergency Medical Technician I, II, III courses in communities throughout the state of Alaska.

This position involves extensive (75%) travel to small communities throughout the state. Hours of work

Business Directory

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or write to: Tundra Times,
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Attorneys

Kennelly, Azar & Donohue

Attorneys at Law

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- *Maritime Claims

No fees for initial consultation

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