

Classified

CLINICIAN/TRAINER

The North Pacific Rim, the non-profit Human Services Corporation for the Chugach Native Region is soliciting applications for a Mental Health Clinician/Trainer. Responsibilities include development and implementation of training for village Family Services Advocates, community members, and regional staff, coordination in development of various program planning, clinical services and/or consultation with village providers, and counseling services to regional residents. Qualifications: Masters of Social Work preferred (will consider experience/education combination); three years experience in rural mental health programs; Counselor II certification, but Counselor I considered. Salary DOE and benefits. Submit resume to The North Pacific Rim, 3300 C Street, Anchorage, AK 99503, 562-4155. Complete job description available. Closing date Oct. 20, 1989.

Publish: 10/16/89(2167)c

"ATTENTION"

EARN MONEY READING BOOKS! \$32,000/year income potential. Details. (1) 602-638-8885 Ext. Bk 9717.

Publish: 10/9,16/89(2041)c

ANCHOR ARMS MOTEL/APARTMENTS

Downtown Anchorage at 433 Eagle St.
Affordable Rates. Open 24hrs. for Reservations
Completely Furnished with Kitchen

272-9619

YUKON-KUSKOKWIM HEALTH CORPORATION CAREER OPPORTUNITIES

REGISTERED NURSE to promote quality client education and to augment practitioners in client followup. Salary DOE, plus liberal fringe benefits. **QUALIFICATIONS:** 1. Current licensed or eligible for licensure as Registered Nurse in Alaska; BSN preferred. 2. One year experience in obstetrics preferred. 3. Bilingual Yup'ik/English preferred.

Publish: 10/9,16/89(2038)c

EXECUTIVE SECRETARY

Responsible for a wide variety of typing assignments. Prepares a variety of administrative reports, statements and rosters. Arranges meetings and conferences. Prepares annual budgets for the department. Schedules appointments and performs other duties as assigned. Qualifications: High School graduate or G.E.D. and three years progressive secretarial experience required and accurate typing skills of 50 wpm. Ability to transcribe dictation required. Alaska drivers license. Ability to speak Yupik desirable. To Apply contact, Personnel Office, Bristol Bay Area Health Corporation, P.O. Box 130, Dillingham, AK. 99576 (907) 842-5201.

Publish: 10/2,9,16/89(1718)c

JOB RECRUITMENT NOTICE

Position Title: Deputy Director
Salary: \$45,000 plus DOE
Position Status: Permanent Full Time Exempt
Closing date for applications: October 27, 1989

The position is responsible to: write proposals; administer personnel management functions; and assist in financial management activities. For more information on the job duties, desired qualifications, and an application contact:

Kawerak Incorporated
PO Box 948
Nome, AK 99762
telephone: 907-443-5231

Publish: 9/4,11,18,25/89 10/2,9,16,23/89(1598)c

Old letters, postmarks, postcards and related material wanted by private collector of Alaska Postal History. Prefer material before 1900 but will consider any offer, any quantity. Please send information or inquiries to Alaska Postal History, PO Box 1209, Palmer, Alaska 99645.

Publish: 9/4,11,18,25/89 10/2,9,16,23,30/89 11/6,13,20,27/89(1595)c

INSTITUTE OF AMERICAN INDIAN ARTS DIRECTOR OF DEVELOPMENT

The Institute of American Indian Arts is an internationally recognized college devoted to the development of American Indian and Alaska Native artists. Many of today's prominent Native American artists are alumni or former faculty members. Today the school is in a dynamic stage of developing a four-year curriculum and building a new campus. The Director of Development will be the President's chief development officer responsible for developing strategy, actively leading the annual giving, endowment and capital campaign efforts and generating general support from alumni and friends. The Director of Development will work closely with the Chairman of the Board as (part-time) Executive Director of the IAlA foundation.

The ideal candidate will have an established track record in carrying out annual giving programs and raising major gifts within an environment which does not have a cultivated donor base. Exceptional personal skills, and an ability to represent the school to diverse national and international groups are essential. Excellent writing and editing skills are necessary and experience with grant writing and foundations is highly desirable. Past experience with American Indians and Alaska Natives is helpful.

Compensation is commensurate with qualifications and experience. Women and minorities are encouraged to apply.

If you are interested in becoming a member of the new President's Executive team, planning and implementing a most exciting academic development program and living in the beautiful and creative environment of Santa Fe, please respond no later than November 27, 1989. Send a cover letter, resume, sample of your work (if applicable) including a list of clients with whom you have worked, and the date of your availability plus your current salary/commission level to:

Dr. Kathryn Harris Tjertnes
President
Institute of American Indian Arts
Post Office Box 20007
Santa Fe, New Mexico 87504
Telephone: (505) 966-6463

YUKON-KUSKOKWIM HEALTH COORDINATOR CAREER OPPORTUNITIES

HEALTH EDUCATION COORDINATOR

To coordinate the Health Education program in assuring that adequate and culturally relevant health promotion, disease prevention and education services are provided and to assist all YHHC programs in providing the same. Salary \$28,740 - \$31,614 Annun, DOE, plus liberal fringe benefits. **QUALIFICATIONS:** BA in Health Education or an allied health field plus two (2) years working experience in Community Health with at least one (1) year in cross-cultural health care delivery setting. The ability to communicate effectively, effective organization skills and knowledge of mass media usage is required. Apply by October 27, 1989.

Publish: 10/9,16/89(2042)c

JOB TITLE: Corporate Administrator
LOCATION: Fairbanks, Alaska
SALARY: DOE, plus benefit package.
CLOSING October 16, 1989.
DATE:

JOB RESPONSIBILITIES

Under the direction supervision of the ANCSA Village Corporation serving as principal manager of the Corporation and its subsidiaries. Administer and oversee all business operations, perform administrative duties and work towards promoting the economic well being of the corporation. Principal staff assistant to the Board of Directors to provide a full scope of administrative management services. Responsible for activities and functions in the field(s) of personnel management, procurement, property management and accountability, fiscal management, budget formulation, maintaining land management and protection, receive and establish goals, direct major financial programs to maximize returns on investment and increase productivity and making sure that Shareholder obligations are met.

APPLICATION PROCEDURE

To apply, submit a resume with three references attached to:

P.O. Box 74558
Fairbanks, Alaska 99707

AN EQUAL OPPORTUNITY EMPLOYER EXERCISING NATIVE PREFERENCE.

Publish: 10/9,16/89(1739)c

STATE OF ALASKA ALASKA COMMISSION ON POSTSECONDARY EDUCATION

POSITION ANNOUNCEMENT

Title: Assistant Director for Research and Policy Analysis

Location: Juneau

Salary: Range 21 (\$3,831 per month plus benefits)

Under general direction of the Executive Director, this position is responsible for the agency's policy analysis and data collection activities related to postsecondary education and student financial assistance programs in Alaska.

Description of Duties:

This Assistant Director position comprises part of a management team that assists and advises the Executive Director in the performance duties as mandated by law and additional activities as directed by the Commission. Primary responsibility is to provide substantial research and data-gathering support to the Executive Director and Commission committees and task forces for use in the production of reports and studies. The position also serves in an advisory role by analyzing policy issues for use by the Executive Director and the Commission in decision-making processes. Work emphasis is on coordination and liaison aspects of research and analysis as well as the statistical and technical function.

Knowledge and Skills

Knowledge of: assessment and evaluation strategies and principles; data management principles and methods; statistical theory and procedures; research techniques; and information management services.

Specialized knowledge desired in: postsecondary

educational institutional governance structures; governmental organizations and functions; legislative processes and procedures; and student financial assistance programs.

Minimum Qualifications:

A graduate degree in an appropriate field from an accredited institution is desired.

Graduation with a baccalaureate degree from an accredited institution in an appropriate field is required.

AND

at least five years experience in a postsecondary institutional environment with responsibility in research, teaching, student financial aid, and/or administrative experience.

OR

at least five years experience in public or business administration, public relations, government, political science, information services, or closely related field in which research and policy analysis was a primary job responsibility.

Preferred Qualifications: Because of the nature of the agency, candidates are desired to possess a graduate degree with experience in postsecondary educational issues.

Application Deadline: Resumes should be addressed to the Executive Director, Alaska Commission on Postsecondary Education, Box FP, Juneau, Alaska, 99811 and must be received in the Commission office by 5 p.m., Friday, October 20, 1989.

Equal Opportunity Employer

Publish: 10/2,9,16/89(1688)c

INTERIOR REGIONAL HOUSING AUTHORITY IS ACCEPTING APPLICATIONS FOR EXECUTIVE DIRECTOR SALARY D.O.E.

THE EXECUTIVE DIRECTOR IS SUBJECT TO THE BY-LAWS OF INTERIOR REGIONAL HOUSING AUTHORITY (I.R.H.A.) AND IS UNDER THE DIRECT SUPERVISION OF THE BOARD OF COMMISSIONER'S.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

REPRESENTS THE I.R.H.A. AND MAINTAINS PROPER RELATIONS WITH LOCAL/GOVERNMENT AGENCIES, VILLAGE COUNCILS AND THE GENERAL PUBLIC.

PLANS AND DIRECTS ALL ACTIVITIES

CHECKS ALL CONTRACTS FOR CONFORMANCE TO SPECIFICATIONS, ETC.

ARRANGES FOR PREPARATION OF ALL BUDGETS, PROGRAMS, PROJECTS, ETC., AND LIMITS EXPENDITURES IN CONFORMANCE THERETO.

REVIEWS AND PROVIDES THE FINANCIAL COMPONENTS OF CONTRACTS AND PROPOSALS.

IMPLEMENTS POLICIES GOVERNING ADMISSION TO PROJECTS, SELECTION OF FAMILIES, ETC., IN CONFORMANCE WITH CFR 24 FEDERAL REGULATIONS.

MAKES PERIODICAL TRIPS TO THE VILLAGES FOR INSPECTION UNDER CONSTRUCTION CONTRACT AND INSPECTIONS ON NEWLY-DEVELOPED HOUSING UNITS AND SUPERVISES ALL PROJECTS UNDER FORCE ACCOUNT METHODS (REHAB).

QUALIFICATIONS:

COLLEGE GRADUATE WITH A DEGREE IN BUSINESS ADMINISTRATION OR A MINIMUM OF FIVE (5) YEARS ADMINISTRATIVE EXPERIENCE.

SHOULD BE FAMILIAR WITH VILLAGE GOVERNMENTS IN INTERIOR ALASKA, AND ALSO FEDERAL AND STATE GOVERNMENTS.

BASIC KNOWLEDGE OF CONSTRUCTION CONTRACTING PROCEDURES.

INSTITUTE OF AMERICAN INDIAN ARTS POSITION ANNOUNCEMENT PROJECT MANAGER

Cradled in the magnificent Sangre de Cristo Mountains of Northern New Mexico is the Institute of American Indian Arts (IAIA). Founded in 1962 in historic Santa Fe, the IAIA is now entering a new, exciting and challenging phase of its history. IAIA is a Congressionally chartered college. Under the independent jurisdiction of a thirteen member Board of Trustees, the IAIA is devoted solely to the study and practice of the Artistic and Cultural traditions of American Indian and Alaska Natives. The Project Manager will be the chief construction officer responsible for management, technical advice and direction for the design and construction of the new campus. This position reports to the IAIA Building Committee and is the contact point for architects, consultants, contractors and others as delegated by the Building Committee.

PRINCIPLE DUTIES:

Assist the IAIA Building Committee in the preparation of a document of design objectives and intent. Prepare bid packages, documents and information for competitive bidding by consultants and contractors. Manage the development of, and continuing revisions to, the document of facility requirements working with all of the "client" members, consultants and government authorities. Manage the design process as the IAIA representative providing day-to-day direction including the commitment and expenditures within the limits established by the Building Committee. With the consultants, prepare and present recommendations to the Building Committee for approval or changes to the drawings and specifications. Review all drawings and specifications for compliance with all construction documents and for overall planning, design and engineering appropriateness, code compliance and quantity. Prepare and present a monthly report on the financial and progress status of the project to the Building Committee.

MINIMUM REQUIREMENTS:

Requires a degree or the equivalent in experience (2 yrs. experience for one year of education) in architecture, engineering or construction management with substantial experience in on-site construction. Requires a comprehensive knowledge of construction methods, procedures, codes and mechanical designs. The applicant should have knowledge of and be familiar with American Indian traditions, cultures, employment needs and resources.

If interested in applying for this unique position, please submit resume, a list of your experiences with construction projects; information concerning your knowledge of construction codes, design and procedures; and a cover letter no later than November 10, 1989 to:

The Institute of American Indian Arts
Personnel Office
St. Michaels Drive
Box 20007
Santa Fe, New Mexico 87504

IAIA is an equal employment opportunity employer that includes Indian preference.

Publish: 10/16/89(2160)c

FAMILIAR WITH H.U.D. SYSTEMS HELPFUL BUT NOT NECESSARY.

THERE WILL BE EXTENSIVE TRAVEL IN AND OUT OF STATE.

EXPERIENCE:

MUST HAVE EXPERIENCE IN THE UNIQUE HOUSING DEVELOPMENT/CONSTRUCTION OF INTERIOR ALASKA.

INTERIOR REGIONAL HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER EXERCISING INDIAN PREFERENCE DEADLINE FOR RESUME'S: OCTOBER 23, 1989 4:30 P.M.

ATTENTION: WILLIAM C. WILLIAMS, ACTING EXECUTIVE DIRECTOR MAIL OR DROP OFF RESUME'S AT: I.R.H.A.

1514 CUSHMAN, RM. no.205 FAIRBANKS, ALASKA 99701

Publish: 10/16/89(2048)c

WOMEN'S HEALTH CARE NURSE PRACTITIONER/MIDWIFE Part-time Relief

The North Pacific Rim, a Non-Profit human services corporation for the Chugach Region, is seeking a Nurse Practitioner/Midwife for part-time relief work (approx. 20-25 hrs/week) at Alaska Native Medical Center's Specialty Clinic. Duties include: Family planning and Women's health care, Community Health Aide training in ANMC clinic, community and patient education, and training in family planning and direct services as required. Qualifications: Masters preferred and must be Alaska licensed or Women's Health Care Nurse Practitioner. Previous clinical experience in Women's health and prenatal care required. Submit resume by October 11, 1989 to The North Pacific Rim, 3300 C Street, Anchorage, AK 99503, 562-4155. Salary DOE.

Publish: 10/16/89(2053)c

The Bureau of Indian Affairs (BIA) is accepting applications for the Area Director position, Salary Range \$68,700 - 78,400 per annum plus 25 percent COLA, located in Juneau, AK. DUTIES: The Area Director is a line official who is at the second administrative level within the Bureau and is the executive manager held accountable by the Assistant Secretary-Indian Affairs and the Deputy to the Assistant Secretary-Indian Affairs (Operations) for providing responsive and quality service for all non-education Indian Programs within Alaska. This position is unique in that the incumbent serves as the local representative of the U.S. Government for the Native People, the Bureau, and the Department of the Interior and is responsible for formulating and promulgating application of national policies and programs. **QUALIFICATION REQUIREMENTS:** Mandatory Experience. A. Managerial experience which clearly indicates the ability to (1) integrate internal/external program/policy issues ensuring that key Bureau goals, priorities, values, and other issues are considered making program decisions; (2) provide organizational representation and liaison to establish and maintain relationships with key individuals and groups outside the organization; (3) direct and guide programs, projects, or policy development involving activities related to establishing goals and the structure and processes necessary to carry them out, including long and short-term planning, forecasting, establishing priorities, information gathering and analysis, work organization structure, operational procedures, etc.; (4) provide resource acquisition and administration concerning procedures and activities related to obtaining and allocating the resources necessary to support program policy implementation; (5) manage the utilization of human resources including assessment of individual capabilities and needs, delegation of work, career development, performance appraisal, and EEO; (6) review implementation and results to see that plans are being implemented and results are being achieved. B. Technical experience which clearly indicates the ability (1) to communicate effectively, both orally and in writing; (2) to plan, organize and coordinate work in situations where numerous diverse demands are involved; (3) the knowledge and skill in the use of the principles, practices, and theories of administrative management in order manage and provide authoritative and interpretive advice on the Bureau programs; and (4) the ability to establish and accomplish administrative management goals and objectives which will assure the maximum effectiveness, efficiency, and economy of program operations. **HOW TO APPLY:** Applicants must submit: (1) A current SF-171, Application for Federal Employment, with original signature and date; (2) Form 5-4432, Verification of Indian Preference for Employment, if claiming Indian preference; (3) Supplemental Questionnaire-SUBMISSION REQUIRED (4) Appraisal of Executive Experience and/or Potential; (5) SF-50, Notification of Personnel Action, if non-BIA applicant with transfer or reinstatement eligibility. For information and to obtain the necessary form contact Carolyn L. Bergeron at (907) 586-7010. Applicants must be received at the following address no later than October 20, 1989. BUREAU OF INDIAN AFFAIRS, BRANCH OF PERSONNEL SERVICES, 1951 CONSTITUTION AVENUE, N.W., ms-331,SIB, WASHINGTON, D.C. 20245.

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES CENTRAL REGION DESIGN AND CONSTRUCTION

INVITATION FOR BIDS

Sealed bids in single copy for furnishing all labor, materials and equipment, and performing all work on Project No. RRP-0008(82)/57351 and RRP-0008(87)/57353, 1988 Railroad Crossing Improvements and Railroad-Highway Signing Improvements, described herein, will be received until 2:00 p.m. prevailing time, November 8, 1989 in the office of the Review and Contracts Engineer, 4111 Aviation Avenue, Anchorage, Alaska.

The 1988 Railroad Crossing Improvements Project is federally funded and consists of installation of cantilever signal and/or automatic gate base at three locations: "C" Street, Seward Highway near Girdwood, and Ocean Dock Road; installation of rubberized crossing surface at four locations: Seward Highway near Girdwood, 104th Avenue, Oceanview Drive, and Northwood Drive crossing. The Railroad Highway Signing Improvements project is federally funded and consists of installation of reflectorized crossbucks and advance signs where needed and new crossing I.D. tags at all public crossings along the railroad corridor from Seward to Talkeetna.

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Legal

JOINT BOARD OF FISHERIES AND GAME

WORK SESSION

October 23 - 26, 1989
Anchorage

The Alaska Joint Board of Fisheries and Game will conduct a work session October 23 - 26, 1989 at the Holiday Inn (239 W. 4th Ave.) in Anchorage. The meeting will begin at 9:00 a.m. on October 23, 1989. The Joint Board will hear the subcommittee report pertaining to the eight criteria for determining subsistence (customary and traditional) uses of fish and game. Following the subcommittee report, the Board will conduct a one day public hearing (October 24), and then develop proposals that will be published and distributed statewide for public comment before the Spring 1990 Joint Board meeting. Persons wishing to testify will need to sign up before the hearing begins.

Other discussions in this work session will pertain to development of a Subsistence Petition Policy and a Subsistence Proposal Policy of the Joint Board, and a review of suggested standard report formats for provisions of information to the boards from Advisory committees, Regional councils, and the public. At this work session, the Joint Board may develop a Call for Proposals for the Spring 1990 Joint Board meeting relating to adding Advisory Committees, changing membership, or revising Advisory Committees.

No regulatory action will be taken at this work session of the Joint Board of Fisheries and Game.

For more information, contact the Division of Boards, Alaska Department of Fish and Game, Box 3-2000, Juneau, AK 99802, or call (907) 465-4110. Written comments should be mailed to the above address or submitted to the board anytime before the close of the public hearing scheduled to begin about 9:00 a.m. on October 24, 1989.

Publish: 10/16/89(2049)c

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES CENTRAL REGION DESIGN AND CONSTRUCTION

INVITATION FOR BIDS

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