

CLASSIFIED ADVERTISING

LAS VEGAS CONVENTION/VISITORS AUTHORITY CONVENTION SALES MANAGER — STARTING SALARY \$2,168.20 TO \$2,255.06 per month SALARY RANGE \$26,018 TO \$34,240

This is highly professional managerial convention sales work, involving direct participation in selling and promoting the LVCVA Convention Center and Las Vegas area resources. Work involves the direct and indirect selling, promoting and servicing, of convention sales and accounts through personal contact. Assignments include greeting, accommodation and entertainment of certain clients, and/or association executives. Establish rapport with appropriate association executives, and related clientele, representing national organizations by letter, telephone and promotional trips. Reviews assigned files to keep up-to-date on an organizations geographical history of convention sites; makes known to interested convention groups physical, contractual and related services of LVCVA properties.

Considerable knowledge of: a.) methods and techniques of direct and indirect convention sales and sales promotion, b.) preparation and presentation of informational and interpretive materials, c.) the LVCVA Convention Center property, d.) general desirable characteristics of the Las Vegas area. Substantial ability to establish a good rapport with current and prospective convention and trade show clients, through communication and personal contact. Above average ability to communicate clearly, concisely, and persuasively, orally and in writing; and to work effectively on own initiative within defined areas of responsibility. Ability to establish and maintain effective working relationships with hotels, motels, trade and professional associations, employees and the general public; above average travel may be required to service clients. Work may involve occasional to frequent assignments

during evenings and weekends. Individual may be expected periodically entertain, chauffeur and accommodate visiting associations' account executives and dignitaries, periodically rearranging personal schedules to fit business needs.

Graduation from an accredited college or university; and considerable experience of at least three years in public relations or sales, which includes primary emphasis and involvement with convention sales, or a related field. Management experience in Convention sales may be accorded a weighted preference. The equivalent amount of experience may be substituted for the educational requirement.

All applications and resumes will be screened. Successful applicants will be selected and scheduled for an Oral Board Review Examination. Applications may be obtained in the PERSONNEL OFFICE of the Las Vegas Convention and Visitors Authority; 3150 So. Paradise Rd. Close of filing no later than 4:30 p.m. Monday, Nov. 3, 1980. Applications can not be considered if submitted after close of filing.

HELP WANTED
LAS VEGAS CONVENTION/VISITORS AUTHORITY — ANALYST — PROGRAMMER — STARTING SALARY \$1,710.92 TO \$1,781.12 — SALARY RANGE \$20,531 TO \$27,060

Analyst — Programmer, sometimes referred to as supervisory or experienced level of Systems Analyst in data processing must also have accounting experience for this position. Functions almost independently in contacts with users, the analysis of their problems, and the development of computer data processing systems and programs designed to solve their problems.

Typical responsibilities include, but are not limited to:

1. Interviewing users, conducting feasibility

studies on users; requests for services, and evaluating advantages and disadvantages of conversion to a computerized system and implementation of specific programs;

2. After approval for further action, gathering data in user interviews for analysis of problem areas and defining pertinent specifications (e.g., information requirements, operational needs);
3. Analyzing documents, files and programs related to work flow;
4. Selecting program language, standard subroutines and other programming aids and writing specific programs;
5. Designing overall

logic for the system as a guide to programming.

6. Defining test schedule and test data requirements;

7. Preparing and reviewing required documentation for the system;

8. Planning conversion and assisting with user training.

The successful candidate must be a computer programmer with knowledge of the COBOL programming language. Familiarity with the NCR model 8150 and/or 8200 computer system is desirable. They should have a working knowledge of accounting principles, statistical methods, logic, business and/or public administration

practices and supervisory methods. They must have a bachelors degree in Electronic Data Processing, Accounting, Mathematics, Business Administration, or a closely related field, with three years experience as a Systems Analyst. The equivalent amount of experience in computer programming or systems analysis may be substituted for the educational requirement.

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FOR SENIOR COMPANION PROGRAM. Challenging managerial position requires competence in recruiting, supervision and training. Must have degree in Social Sciences and/or 5 years strong experience in administration and community relations. Competitive salary and excellent fringe benefits. Resume accepted up to Nov. 7 at CATHOLIC WELFARE, 808 S. Main St. AN EQUAL OPPORTUNITY EMPLOYER.

NOTICE TO CONTRACTORS BIDS WANTED FOR HIGHWAY IMPROVEMENT

Sealed proposals will be received by the Directors of the Department of Transportation of the State of Nevada at their office in the State Highway Building, Carson City, Nevada, until and opened at 1:30 p.m., local time, on November 13, 1980, for Contract No. 1873, Project No. SOS-03(13), construction of a portion of the City Street System at Three City Intersections in Las Vegas, Clark County.

SPECIFIC DESCRIPTION OF WORK COVERED BY THIS CONTRACT CONSISTS OF: INSTALLING TRAFFIC SIGNAL SYSTEMS.

The minimum wage to be paid on this contract shall be as determined by the Secretary of Labor or the State Labor Commissioner and are set forth in the contract documents.

Employment lists may be obtained from the local office of the Nevada Employment Security Department at 135 South 8th Street, Las Vegas, Nevada 89101.

Plans and specifications may be examined at the office of the undersigned, the Department of Transportation District Offices at Sparks and Las Vegas, Nevada; the Regional Office of the Federal Highway Administration, 2 Embarcadero Center, Suite 530, San Francisco,

California, 94111; at the offices of the Associated General Contractors of America, 438 South Main Street, Salt Lake City, Utah, 84101; and 300 South Wells Avenue, Reno, Nevada, 89502; at the office of the F.W. Dodge Company, P.O. Box 14185, Las Vegas, Nevada, 89114, at the office of Daily Pacific Builder, 2450 17th Street, San Francisco, California, 94110; and at the office of the Construction Notebook, 3599 Polaris, Las Vegas, Nevada, 89103. Plans, form of proposal, contract and specifications may be secured by prequalified bidders through the office of the undersigned. A fee of Ten Dollars (\$10.00) is required for the purchase of each copy of the plans with proposal form. Plans, proposal form and specifications obtained on this basis are non-returnable and no refund will be made. Bids must be on the proposal form of the Department of Transportation and must be accompanied by a bid bond, a certified check, a cashier's check, or cash in the amount of five percent (5 percent) of bid.

Right is reserved to reject any or all bids.

Contractors desiring to bid on this work, if not already qualified under the State Law, shall file

with the Department of Transportation at Carson City, Nevada, not later than five (5) days prior to the date for opening of bids, a complete application for qualification on form furnished by the Department. All requests must be made in writing on the standard printed form provided free of charge for that purpose by the Department of Transportation.

The attention of bidders is directed to the State Contractor's License Law requirement (NRS 642.230 as amended to date), that a contractor hold a valid license of a class corresponding to the work to be done. Requests for license may be directed to the Secretary of the State Contractor's Board, 328 South Wells Avenue, (P.O. Box 7497), Reno, Nevada.

This is a Federal-aid project and as such, any contractor otherwise qualified by the State of Nevada to perform such work, is not required to be licensed nor to submit application for license in advance of submitting a bid or having such bid considered; provided, however, that such exemption does not constitute a waiver of the State's right under its license laws to require a contractor, determined to be a successful bidder, to be

licensed to do business in the State of Nevada in connection with the award of a contract to him.

The State of Nevada Department of Transportation will on its own initiative, take affirmative action, including the imposition of contract sanctions and the initiation of appropriate legal proceedings under any applicable State or Federal law to achieve equal employment opportunity on Federal-aid Highway Projects and will actively cooperate with the Federal Highway Administration in all investigations and enforcement actions undertaken by the Federal Highway Administration. In conjunction with the above statement, the Department of Transportation will not issue plans to an irresponsible bidder. Subsection (B) of the section 112 of Title 23 United States Code has been amended by adding at the end thereof, the following: "Contracts for the construction of each project shall be awarded only on the basis of the lowest RESPONSIVE bid submitted by a bidder meeting established criteria of responsibility."

A.E. STONE
Director, Department of
Transportation
Carson City, Nevada
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