

# EMPLOYMENT OPPORTUNITIES

## LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT IS CURRENTLY RECRUITING FOR THE POSITION OF HUMAN RESOURCES ANALYST

Salary Range: \$32,905 - \$43,305  
FILING DEADLINE: March 25, 1994

The District is seeking an experienced individual to serve as staff support to the Human Resources Manager. Applicants must possess knowledge of the principles and practices of public personnel administration, including the entire spectrum of human resources management, such as, personnel selection, SIIS, employee benefits, employment discrimination laws, behavioral statistics, employee development, and applicant tracking systems (Sigma IV preferred). Must be IBM, PC literate and proficient in Windows, WordPerfect & Lotus.

### MINIMUM QUALIFICATIONS:

Any combination of training and experience equivalent to completion of a four year degree in Business Management/Administration, Industrial Psychology, Public Administration, or a closely related field, plus three (3) years of professional human resources experience.

Interested individuals should submit a letter of interest and a resume to:  
Las Vegas-Clark County Library District  
833 Las Vegas Boulevard North  
Las Vegas, Nevada 89101  
Attention: David M. Sanchez, Human Resources Manager  
EQUAL OPPORTUNITY EMPLOYER — TDD# 733-2024  
Published: Las Vegas Sentinel-Voice — March 17, 1994

## LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT IS CURRENTLY RECRUITING FOR THE POSITION OF OFFICE ASSISTANT

Salary Range: \$19,011 - \$25,022  
FILING DEADLINE: March 25, 1994

The District is seeking an experienced individual to perform a variety of clerical tasks within a framework of established office procedures. Duties require typing correspondence and reports, filing, answering the phone, and performing related tasks. Must be IBM, PC literate and proficient in Windows, WordPerfect/AmiPro & Lotus.

### MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that has provided the necessary knowledges, skills and abilities to satisfactorily perform the job, such as graduation from high school or a G.E.D. Certificate. Knowledge of modern office practices and procedures is required as well as the ability to type 45 net words per minute. One year of general office experience is also required.

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## ART DEALERS WANTED

Earn extra income. No experience necessary, will train. Selling African-American art, Contemporary art, and custom framing. Inquire: Fine Arts Limited, 732-2131.

## SECRETARY/RECEPTIONIST

KFBI Radio is seeking a parttime secretary/receptionist. Successful candidates should have typing/WordPerfect experience; excellent telephone etiquette; basic filing/office skills. Apply in person at KFBI Studios, 101 Convention Center Drive, Suite P119. KFBI is an equal opportunity employer and encourages minorities to apply.  
Published: Las Vegas Sentinel-Voice—03/17/94

## SURVEYORS

DBE firms with surveyors and/or surveying expertise are needed to provide subconsultant services to MEA, Inc. Consulting Engineers. If interested, please respond, by March 18, 1994, with a brief summary of experience and qualifications to MEA, Inc., 1055 E. Tropicana, #800, Las Vegas, NV 89110.  
Published: Las Vegas Sentinel-Voice—03/17/94

## CITY OF HENDERSON EMPLOYMENT OPPORTUNITY

### CONTROL SYSTEMS TECHNICIAN I

SALARY: \$34,147.26 - \$38,927.20 / yr.  
REQUIREMENTS: Graduation from high school, or the equivalent; supplemented by training in a trade or vocational school with course work in electronics, plus four (4) years of progressively responsible experience in the electrical field, with at least two (2) years of experience directly related to fabrication, installation, maintenance and repair of electronic equipment. Experience with water and wastewater supervisory control and data acquisition (SCADA) systems is preferred.  
SPECIAL REQUIREMENTS: Possession of, or the ability to obtain, an appropriate Nevada driver's license. Possession of a journeyman level electrical certificate. Maintain certificates and licenses as may be required for the position by federal, state and local regulatory agencies.  
WHERE TO APPLY: City application form and resume must be submitted to and received by the Personnel Department, City Hall, 240 Water Street, Henderson, Nevada 89015, no later than Monday, April 4, 1994, at 5:30 p.m. Employment application packet MUST be obtained from the Personnel Department; resumes only WILL NOT be accepted.

HOURS OF OPERATION: Monday through Thursday, 7:30 a.m. to 5:30 p.m.

SMOKE • FREE WORK ENVIRONMENT  
An Affirmative Action  
Equal Opportunity Employer  
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March 17, 1994

## CLARK COUNTY, NEVADA SOCIAL SERVICE SPECIALIST - LAUGHLIN

Clark County is currently seeking a qualified professional with in-depth knowledge of all programs. Incumbent will be required to work independently at the Laughlin satellite office. Requires Master's Degree in Social Work, or a closely related field, and one (1) year of professional casework experience in a social welfare agency; OR, a Bachelor's Degree in Social Work, or a closely related field, and three (3) years of professional casework experience in a social welfare agency. **Must be licensed by the Nevada Board of Examiners for Social Workers at time of application.**

Salary Range: \$34,638 to \$49,331  
Closing Date: March 25, 1994

Clark County application required. You may obtain one from:  
CLARK COUNTY PERSONNEL DEPARTMENT  
225 BRIDGER AVENUE, NINTH FLOOR  
LAS VEGAS, NEVADA 89155  
(702) 455-4565  
M/F/D  
Published: Las Vegas Sentinel-Voice — March 17, 1994

## CITY OF NORTH LAS VEGAS SUMMER EMPLOYMENT

- |                        |                   |              |
|------------------------|-------------------|--------------|
| (11) Lifeguards        | Salary: \$6.00/hr | Min. Age: 16 |
| (4) Sr. Lifeguards     | Salary: \$7.00/hr | Min. Age: 18 |
| (4) Pool Managers      | Salary: \$8.50/hr | Min. Age: 18 |
| (5) Water Safety Inst. | Salary: \$6.50/hr | Min. Age: 17 |
| (5) Recreation Aides   | Salary: \$5.50/hr | Min. Age: 16 |

There are openings in the Recreation Department for the above positions at the Hydrotube and Swimming Pools in North Las Vegas. **Valid and current Red Cross Lifeguard Training Certificate and First Aid/CPR or acceptable equivalent certification required for Lifeguard, Sr. Lifeguard and Pool Manager positions and valid and current Water Safety Instructor Certificate and First Aid/CPR or acceptable equivalent certification required for WSI positions; and valid and current First Aid/CPR for Recreation Aide positions.** Hours may vary and must be able to work any shift or days of the week including weekends. **Applicable certifications MUST accompany the application.**

Applications will be accepted beginning Tuesday, March 22, 1994 and continue until positions are filled.

Apply:  
CITY OF NORTH LAS VEGAS  
PERSONNEL DEPARTMENT  
2200 Civic Center Drive  
North Las Vegas, Nevada 89030  
(702) 649-0257  
Tuesday-Friday, 7 AM - 6 PM

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER  
Hiring only those individuals authorized to work in the U.S.  
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# LEGAL NOTICES

## CLARK COUNTY INVITATION TO BID BID NO. 3326-94

### ANNUAL REQUIREMENTS CONTRACT FOR AUTOMOTIVE PARTS

THIS IS AN ANNUAL REQUIREMENTS CONTRACT TO FURNISH AND DELIVER NEW AND REMANUFACTURED AUTOMOBILE PARTS, F.O.B. DESTINATION, FREIGHT PREPAID, FOR THE PERIOD FROM DATE OF AWARD THROUGH APRIL 15, 1994, WITH THE OPTION TO RENEW FOR FOUR (4) ONE-YEAR PERIODS.

PREBID CONFERENCE to be held 9:00 a.m., March 21, 1994 at the Clark County General Services, Automotive, 4241 Stephanie Street, 2nd Floor, Conference Room, Las Vegas, Nevada 89122.

Bids will be received in the Office of the Clark County Director of General Services, Purchasing and Contracts Division, Bridger Building, 225 Bridger Avenue, Tenth Floor, P.O. Box 551732, Las Vegas, Nevada 89155-1732 on April 4, 1994. Bids must be time-stamped at 3:00 PM or before. Bids time-stamped at 3:01 PM or after will be returned to bidder. **Overnight Mail must use the 89101 zip code.**

Specifications are available at the above address. Hearing impaired customers may request specifications and obtain information by calling TDD: Relay Nevada toll-free (800) 326-6868.

BOARD OF COUNTY COMMISSIONERS  
CLARK COUNTY, NEVADA  
Published: Las Vegas Sentinel-Voice  
March 17, 1994

## LAS VEGAS CONVENTION AND VISITORS AUTHORITY

### INVITATION TO BID BID NO. 94-53

#### CFC FIRE ALARM SYSTEM UPGRADE

Sealed bids for Bid No. 94-53, for the purchase of CFC FIRE ALARM SYSTEM UPGRADE, will be received by the Las Vegas Convention and Visitors Authority until 3:00 p.m., Las Vegas time, APRIL 16, 1994.

**ALL BIDS MUST BE FILED AT THE CENTRAL PURCHASING OFFICE, 2ND FLOOR, ROOM 203A, BY 3:00 P.M., APRIL 15, 1994.**

All documents pertinent to this advertisement may be examined and obtained at:

LAS VEGAS CONVENTION AND VISITORS AUTHORITY  
PURCHASING OFFICE  
2ND FLOOR ROOM 203A  
3150 PARADISE ROAD  
LAS VEGAS, NV 89109-9096

Bids will be publicly opened and read aloud, immediately after the established closing time and date, in the Purchasing Office, at the above address.

Prospective bidders are requested to direct any questions concerning this bid to: Bob Ball, Senior Buyer, at 892-2950, between the hours of 8:00 A.M., and 5:00 P.M., Monday through Friday.

The Owner reserves the right to waive any informalities or to reject any or all bids. Each bidder must deposit with his bid, security IF REQUIRED BY THE CLAUSES SECTION in the amount, form, and subject to the conditions stipulated by the Invitation to Bid.

No bidder may withdraw his bid for a period of sixty (60) calendar days after the actual date of the bid opening.

A PRE-BID CONFERENCE CONCERNING THIS PROJECT WILL BE HELD ON MARCH 24, 1994, AT 9:00 A.M. IN THE PURCHASING OFFICE CONFERENCE ROOM.

The purpose of this conference is to discuss the project in detail and to consider prospective bidders' concerns.  
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March 17, 1994

## BUSINESS OPPORTUNITIES

### SIGN INSTALLATION BUSINESS FOR SALE

No Electric Signs.  
Priced to Sell at \$45,000  
Terms available.  
Call 383-6900

# IT PAYS TO ADVERTISE CALL NOW 383-4030

## Housing Authority of the City of Las Vegas REQUEST FOR QUOTES RFQ # Q94082

1. THE HOUSING AUTHORITY OF THE CITY OF LAS VEGAS, NEVADA, hereinafter referred to as the "LVHA" will receive open quotes from General Contractors of B, B-2, or AB Classification for the following work:

Complete all of the fire damaged items as outlined on the attached Exhibit "A" sheet for the Monsignor Shallow Community Center located at 561 N. 30th Street. The specification supporting the work outlined on Exhibit "A" is included in the package. Each quote should reflect a replacement product that is close to the existing damaged product as possible. The successful quoter will have to furnish a manufacturers cut sheet for each product. All products will be approved by the LVHA before installation.

Use the attached Davis-Bacon wage decision for labor prices. The quote should reflect the material and labor changes for the projects. We will accept these Quotes until 5:00 p.m. "local time" on Friday, April 1, 1994 at the LVHA's Development/Modernization Office, 2800 East Walnut Avenue, Las Vegas, Nevada 89101. Quotes can be either hand delivered, mailed, or faxed, as long as they reach the Development office by closing time and date listed. Quotes will be opened and reviewed for correctness when received.

2. Quote documents, including: GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, DAVIS-BEACON WAGE RATES, TECHNICAL SPECIFICATIONS SECTION 1340, 9250 and 9253 (T-1 thru T-24), TWO LETTERS WAIVING THE BUILDING PERMIT AND PLANS CHECK FEES and EXHIBIT "A" (SCOPE OF WORK OUTLINE). These documents are needed to furnish a proper quote. Quote documents may be acquired at the LVHA's Development/Modernization Office at 2800 E. Walnut Avenue, Las Vegas, Nevada, Monday through Friday, 8:00 a.m. to 5:00 p.m., closed from 12 noon - 1:00 p.m. daily.

3. Please direct any technical questions regarding the scope of this work to the LVHA Development/Modernization Coordinator, Rory D. Lorenzo at (702) 384-2278 or (702) 382-5083.

4. Award shall be made to the responsive and responsible low bidder who submits the low bid that meets all requirements of the scope of work.

5. No quote shall be withdrawn for a period of thirty (30) calendar days subsequent to the review of the quotes, without the consent of the LVHA.

6. The LVHA encourages MBE and WBE firms, or persons, to submit quotes.

7. Bidder must be a duly licensed contractor in the State of Nevada, for the category of work included. Bidder must also be licensed to do business within the City of Las Vegas or within Clark County.

8. The LVHA reserves the right to reject any or all bids at any time during the bid process, or waive any informalities in the bidding process.

HOUSING AUTHORITY OF THE CITY OF LAS VEGAS, NEVADA  
/s/Rory D. Lorenzo, Development/Modernization Coordinator  
Dated: 03/14/94  
Published: Las Vegas Sentinel-Voice — March 17, 1994

## ADVERTISEMENT FOR BIDS

THE CITY OF LAS VEGAS WILL RECEIVE SEALED BIDS AT 3:00 P.M., ON MARCH 22, 1994, FOR THE FOLLOWING:

- |                     |                          |
|---------------------|--------------------------|
| BID #94.2600.7 -DAR | THREE BALLFIELD TRACTORS |
| SEALED BID-DAR      | WOODWORKING EQUIPMENT    |

A BID BOND, IF REQUIRED BY THE INVITATION TO BID, SHALL BE IN THE FORM OF BID BOND, CERTIFIED, OR CASHIER'S CHECK FOR 5% OF THE BID AND SHALL BE ENCLOSED WITH THE PROPOSALS. ALL DOCUMENTS PERTINENT TO THIS ADVERTISEMENT MAY BE EXAMINED AND OBTAINED AT THE OFFICE OF THE PURCHASING AND CONTRACTS DIVISION, 1ST FLOOR, CITY HALL.

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