

**CLASSIFIED ADVERTISING**

**EMPLOYMENT OPPORTUNITIES**



CONVENTION & VISITORS AUTHORITY  
Human Resources Department  
707 E. Desert Inn Road  
Las Vegas, NV 89109  
EOE/M-F-D

Call our 24-hour JOB HOTLINE: 226-5030

**ENGINEERING POSITIONS**

Carter & Burgess, Inc. a national engineering firm is seeking:  
**PROJECT MANAGERS**  
with a minimum of 4 years experience managing the design of highways, flood control, water, wastewater and other public works projects. P.E., or ability to obtain P.E. within 6 months is necessary.  
**PROJECT ENGINEERS**  
with a minimum of 3 years experience with a diverse background in public works projects. E.I.T. Preferred.  
**ENGINEERING TECHNICIANS**  
with a minimum of 2 years experience in ACAD design/drafting involving public works and private development projects.  
**HYDRAULIC ENGINEER**  
with a minimum of 4 years experience in computerized hydrologic modeling and hydraulic analysis of stormwater runoff. P.E. preferred.  
**COMPUTER NETWORK SPECIALIST**  
with a minimum of 2 years experience installing and operating multi office computer network systems. Experience with Novell systems preferred.  
**ELECTRICAL ENGINEER**  
with a minimum of 3 years experience in industrial and commercial design. E.I.T. preferred.

Carter & Burgess, Inc. offers excellent pay, opportunity for advancement, fringe and benefit package. Non-smoking office. Resumes should be sent to:

**CARTER BURGESS, INC.**  
2955 E. Sunset Road, Suite 105  
Las Vegas, Nevada 89119

Qualified individuals will be sent a formal application for further consideration.

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NEVADA POWER COMPANY

**ACCOUNTANT II**

Market Range (Min / Mid / Max): \$33,914 / \$40,697 / \$47,480  
**Responsibilities:** Responsible for performing professional accounting tasks such as maintaining and preparing weekly, monthly, quarterly, and annual financial and accounting records related to material management. Analyzes the effects of transactions upon account relationships. Reviews and approves data processing output reports. Prepares weekly and monthly journal entries of transactions and manages weekly closing process. Works with other departments and internal system users to resolve accounting related issues. Reconciles inventory/purchasing system with general ledger and accounts payable. Performs operational audits and makes recommendations for improvement. Also responsible for preparing compliance and special reports in a timely and accurate manner. **Qualifications:** Bachelor's degree in Accounting or Business Administration with emphasis in accounting or a combination of related work experience and education. CPA, CMA preferred. Two to five years professional accounting experience. Demonstrated experience with recording classifying, examining and analyzing accounting transactions. General knowledge of research methodologies, data tracking/collection, analysis, and related report generation of financial transactions. General knowledge of computer applications relative to material management and general accounting. Must have good organizational, analytic, interpersonal and communication skills. Closing Date: September 5, 1997. Resume must accompany application. Applications may be obtained from and mailed/faxed to: Attn: Vacancy #3260-97; Employee Services; Nevada Power Company; 6226 West Sahara Avenue; Las Vegas, NV 89102; Fax: (702) 367-5053. Out-of-state applicants may obtain applications by calling (702) 367-5714. EEO/F/M/D/V • Drug Screen Required.

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NEVADA POWER COMPANY

**BUYER I or II**

Market Range (Min / Mid / Max):  
**Buyer I:** \$29,749 / \$35,699 / \$41,649  
**Buyer II:** \$33,914 / \$40,697 / \$47,480  
**Responsibilities:** Planning, directing and controlling the procurement of required materials, services, equipment and supplies to include: qualifying bidders, preparing and issuing formal bids, conducting pre-bid conferences, evaluating bids and negotiating and awarding contracts. **Qualifications:** Bachelor's degree in Business, Accounting, Engineering, Computer Science or a related field, or equivalent education and experience. Minimum three years purchasing related experience and electric utility experience preferred. Buyer II requires five to seven years competent performance as a Buyer I or equivalent. CPM certification preferred. Closing Date: September 5, 1997. Resume must accompany application. Applications may be obtained from and mailed/faxed to: Attn: Vacancy #3251-97; Employee Services; Nevada Power Company; 6226 West Sahara Avenue; Las Vegas, NV 89102; Fax: (702) 367-5053. Out-of-state applicants may obtain applications by calling (702) 367-5714. EEO/F/M/D/V • Drug Screen Required.

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LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT  
**RECRUITMENT ANNOUNCEMENT**

The Las Vegas-Clark County Library District is currently recruiting for the following positions:

**ADULT SERVICES LIBRARIAN I**

Salary Range: \$30,534.40 to \$41,787.20 Annually\*; 40 hrs per week.  
**MINIMUM QUALIFICATIONS:** Master's Degree in Library Science from an ALA accredited school; and experience in on-line searching and the use of CD-ROM information products required.  
**CLOSING DATE:** Friday, September 12, 1997 at 3:00 p.m.

**READERS SERVICES ASSISTANT**

Salary Range: \$24,169.60 to \$33,030.40 Annually\*; 40 hrs per week.  
**MINIMUM QUALIFICATIONS:** Bachelor's Degree and computer experience required; library experience or public contact experience required; and experience with periodical collections preferred.  
**CLOSING DATE:** Friday, September 5, 1997 at 3:00 p.m.

**PART-TIME CIRCULATION ASSISTANT**

Salary Range: \$9.18 to \$12.56 Hourly\*; 28 hrs per week.  
**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalency and typing skills required; experience in the use of library specific equipment preferred.  
**CLOSING DATE:** Friday, August 29, 1997 at 3:00 p.m.

**SCHEDULING SPECIALIST 1**

Salary Range: \$23,233.60 to \$31,761.40 Annually\*; 40 hrs per week.  
**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalency required; and three (3) years demonstrated experience in program coordination and/or public relations required.  
**CLOSING DATE:** Friday, August 29, 1997 at 3:00 p.m.

\*These figures reflect the full salary range for these positions. Selected candidate will be hired at the entry level of the range.

**NOTE:** The Human Resources Department will be closed on Monday, September 1, 1997 in observance of Labor Day.

Applications may be obtained from the Las Vegas-Clark County Library District Human Resources Department, 833 Las Vegas Blvd. North, from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Completed applications must be returned to the Human Resources Department. Incomplete, photocopied, or faxed applications will not be considered. It is each applicant's responsibility to ensure completed applications for these positions are received in the Human Resources Department prior to 3:00 p.m. on the above listed closing dates. **Applications received after 3:00 p.m. on the closing date will not be considered.**

The Las Vegas-Clark County Library District is an Equal Opportunity Employer  
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**TO ADVERTISE CALL 380-8100**

Fiscal Analysis Division, Nevada Legislative Counsel Bureau  
Carson City, Nevada

**PROGRAM ANALYST**

\$41,504 to \$56,890

Requires graduation from an accredited college or university & relevant experience. Advanced degree a plus. Conducts varied analytical assignments related to state budgeting & will assist in presenting budget analyses & alternatives to the Nevada Legislature. Send resume (including salary history) & references by September 12, 1997, to Dan Miles, Senate Fiscal Analyst, Legislative Building, Capitol Complex, Carson City, Nevada 89710.

Equal Opportunity Employer

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CLARK COUNTY, NEVADA

**PART-TIME MAINTENANCE WORKER**

Clark County Parks and Recreation has an immediate opening for a Maintenance Worker at Camp Lee Canyon on Mt. Charleston. Position is Long Term at 20 hours per week. Shift may include weekends and holidays. Duties include carpentry, plumbing, electrical and clean-up work. May operate snow removal equipment. Must be able to lift/carry up to 50 lbs. Must possess a valid Nevada Class C Driver's License.

SALARY: \$7 per hour

CONTACT: Phil Haight, 455-8288 between the hours of 8 a.m. to 10 a.m. Mon. Tues.

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CLARK COUNTY, NEVADA

**PART-TIME OFFICE ASSISTANT**

Clark County Parks and Recreation is seeking qualified Office Assistant to work the front desk at the Guinn Community Center. This is a Long Term part-time job, working twenty (20) hours per week. Duties include typing, computer using WordPerfect 6.1, filing, answering telephone, registration and cashiering. Experience in recreation services or at a community center is highly desired. **REQUIREMENTS:** Customer service skills and a minimum of one (1) year office work experience. Applications available at Guinn Community Center, all other County Community Centers and Clark County Human Resources Department.

SALARY: \$6.00 to \$8.00 per hour DOE

CONTACT: GUINN COMMUNITY CENTER, 6480 Fairbanks, near Torrey Pines and Flamingo, 455-8393, or ORR COMMUNITY CENTER, behind the Boulevard Mall, Sharon Lopez at (702) 455-7196, call for an appointment.

DEADLINE TO APPLY: September 5, 1997

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CLARK COUNTY, NEVADA

**MAINTENANCE AND OPERATING SUPERVISOR**

The Clark County Regional Transportation Commission is currently recruiting for a Maintenance and Operations Supervisor. Plans, supervises, directs, reviews and evaluates the work of various craft and support staff in the construction, modification, maintenance and repair of County buildings, facilities and equipment. **REQUIREMENTS:** Graduation from high school supplemented by technical or college course work training in the craft area(s) to which assigned and five (5) years of full-time journey level work in facilities or plant construction, maintenance and repair, one (1) year of which was in a supervisory role.

Salary Range: \$37,897.60 to \$58,739.20  
Last day to apply: September 8, 1997

CLARK COUNTY APPLICATION PACKAGE REQUIRED.  
Apply to: Clark County Human Resources  
500 S. Grand Central Parkway, Third Floor  
Las Vegas, NV 89155  
(702) 455-4565

EOE M/F/D

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