

CLASSIFIED ADVERTISING

EMPLOYMENT

CLARK COUNTY, NEVADA
**PUBLIC GUARDIAN
CASE MANAGER ASSISTANT**

The Clark County PUBLIC ADMINISTRATOR is currently recruiting for the position of PUBLIC GUARDIAN CASE MANAGER ASSISTANT. Provides complex and specialized support to caseworkers in the specific social service area of public guardianship. **REQUIREMENTS:** Equivalent to two (2) years of college level course work in Social Work or a field related to the work and two (2) years of full-time experience in interviewing clients, providing information and determining eligibility for various social service, medical or related programs. Related experience can be substituted for the education on a year-for-year basis. Must possess a valid Nevada Class C driver's license.

Salary Range: \$27,855.36 to \$43,174.56
Closing Date: October 17, 1997

CLARK COUNTY APPLICATION PACKAGE REQUIRED
Apply to: Clark County Human Resources
500 S. Grand Central Parkway, Third Floor
Las Vegas, NV 89155
EOE M/F/D

Published: Las Vegas Sentinel-Voice — October 9, 1997

AT NEVADA POWER
WE'RE LOOKING FOR SOME
HIGH ENERGY PEOPLE.

**MIS PROGRAMMER
ANALYST I/II OR III**

Market Range: Min/Mid/Max
Analyst I - \$32,724/\$39,269/\$45,814
Analyst II - \$37,305/\$44,767/\$52,228
Analyst III - \$41,660/\$51,035/\$60,408

Qualifications:

- Bachelor's degree in MIS or equivalent experience.
- Programming experience in PDL and knowledge of JCL.
- Experience with MicroSoft Office Suite and Windows 3.1/95.
- Understanding of techniques in midrange and personal computer software.
- Comprehend general operating systems and subsystem concepts, file design, storage and retrieval systems.
- Must have demonstrated analytical skills and creativity to improve current business processes.
- Work closely with others on projects.
- Excellent interpersonal skills and ability to communicate effectively in oral and written form.
- Knowledge of project life methodologies.

Responsibilities:

- Maintenance and enhancement of the HR/Payroll system, GEAC HR:M (formerly Dunn & Bradstreet).
- Provide time estimates for project requirements.
- Develop application module specifications, design and documentation.
- Code complex programs, generate test data, test and debug programs.
- Assist in research to determine feasibility of proposed projects.
- Develop job control language of a moderately complex nature.
- Research and analyze current programming problems and/or other technical issues.

Closing date: October 15, 1997
*Resume must accompany application. Applications may be obtained from/mailed/faxed to:

Att: Vacancy #3300-97
Employee Services, MS#7
Nevada Power Company
6226 West Sahara Avenue
Las Vegas, NV 89102
Fax: (702) 367-5053

*Out-of-state applicants may obtain an application by calling (702) 367-5714.
EEO/F/M/D/V.



"The power behind the possibilities."

**IT PAYS TO ADVERTISE
CALL NOW 380-8100**

AT NEVADA POWER
WE'RE LOOKING FOR SOME
HIGH ENERGY PEOPLE.

**TECHNICAL WRITER
SPECIALIST**

Market Range: Min/Mid/Max
\$37,305/\$44,767/\$52,228

Qualifications:

- Bachelor's degree in Business, English, Journalism or other related degree/certification, a combination of related work experience.
- Minimum two years of successful technical writing experience required.
- Desktop publishing technology knowledge and experience desired.
- Information-Mapping training and on-line documentation (EPSS) experience an advantage.

Responsibilities:

- Producing (writing/editing) a wide variety of quality business documents, including but not limited to: reports, studies, proposals, policies, process and procedure manuals, instructional materials and internal memoranda utilizing a broad range of media.
- Design and organizes sections of documents, develops model pages and chapters, edits the work of others, provides useful feedback or make necessary changes as directed.
- Design forms for collecting and organizing detailed information, creates/produces graphics to clarify concepts and procedures.

Closing date: October 22, 1997
Resume must accompany application. Applications may be obtained from and mailed/faxed to:

Att: Vacancy #3292-97
Human Resource Department
Nevada Power Company
6226 West Sahara Avenue
Las Vegas, NV 89102
Fax: (702) 367-5053

Out-of-state applicants may obtain an application by calling (702) 367-5714.
EEO/F/M/D/V.
Drug Screen Required



"The power behind the possibilities."

AT NEVADA POWER
WE'RE LOOKING FOR SOME
HIGH ENERGY PEOPLE.

**HUMAN RESOURCE
GENERALIST I OR II**

Market Range: Min/Mid/Max
Generalist I - \$29,218/\$35,061/\$40,906
Generalist II - \$37,305/\$44,767/\$52,228

Qualifications:

- Bachelor's degree preferred or a combination of relevant work experience and education.
- Customer Service background.
- Experience with personal computers and various software such as MS Word, PowerPoint and Excell.
- Experience working in the Mainframe environment.
- Flexible and able to adapt to constantly changing priorities.
- Ability to handle confidential matters with discretion and sensitivity.
- Ability to work with minimal supervision and be self-directed.

Responsibilities:

- Assisting employees and retirees and their dependents in properly utilizing NPC benefits.
- Act as Human Resource Liaison.
- Resolve issues regarding Health Care benefits, 401(k), Retirement/Pension, Family and Medical Leave (FMLA), Staffing, HRIS, Employee & Organizational Development and Compensation.
- Act as central point of Human Resource information for both internal & external customers.
- Possess flexibility to perform various Human Resources duties as necessary.

Closing date: October 15, 1997
*Resume must accompany application. Applications may be obtained from/mailed/faxed to:

Att: Vacancy #3301-97
Employee Services, MS#7
Nevada Power Company
6226 West Sahara Avenue
Las Vegas, NV 89102
Fax: (702) 367-5053

*Out-of-state applicants may obtain an application by calling (702) 367-5714.
EEO/F/M/D/V.



"The power behind the possibilities."

**DRIVERS
WANTED
TO DELIVER SENTINEL-
VOICE CALL 380-8100**

LEGAL NOTICES

CITY OF LAS VEGAS

INVITATION TO BID
BID NO. 98.1739.09-RH

**DETENTION FACILITY SUPPORT
SERVICES BUILDING**

SCOPE OF WORK: THE WORK INCLUDES CONSTRUCTION OF AN INMATE PROPERTY STORAGE, MAINTENANCE, AND OFFICE BUILDING LOCATED WITHIN THE SECURED AREA OF THE CITY DETENTION FACILITY LOCATED AT 3300 STEWART AVENUE. CONSTRUCTION INCLUDES A 5,500 SQ. FT. SLAB-ON-GRADE MASONRY BUILDING WITH STEEL TRUSSES, METAL ROOF DECK, AND BUILD-UP ROOF WITH SOME RELATED SITE IMPROVEMENTS. IT ALSO INCLUDES HVAC, PLUMBING & ELECTRICAL SYSTEMS, METAL STUDWALL AND SUSPENDED ACOUSTICAL CEILING SYSTEMS AND BUILDING FINISHES.

Estimated monetary value of the project is: \$400,000.00 to \$600,000.00

PWP-CL-1998-83

PRE-BID CONFERENCE: Will be held on October 14, 1997, at 10:00 a.m. in the Purchasing and Contracts Division Conference Room, First Floor, City Hall Complex, 400 East Stewart Avenue. The purpose of this conference is to discuss the specifications and any prospective bidders' concerns and the City of Las Vegas' Minority, Women-Owned and Disabled Veterans' Business Enterprise Policy.

BID OPENING: All bids must be received in the office of the City Clerk, First Floor, City Hall Complex, 400 East Stewart Avenue, Las Vegas, NV 89101-2986, prior to 3:00 p.m., on October 28, 1997. Bids stamped after the designated time, will be returned to the Bidder unopened. Bids will be publicly opened and read aloud, immediately after the established closing time and date, in the Office of the Purchasing and Contracts Division, First Floor, City Hall Complex.

DOCUMENTS CAN BE OBTAINED: Bid documents will be available on October 3, 1997, and may be obtained at the Office of Purchasing and Contracts Division, 400 East Stewart Avenue, Las Vegas, NV 89101, for a non-refundable charge of \$60.00. If documents are to be mailed, there will be a \$5.00 postage and handling fee. Checks are to be made payable to City Treasurer, City of Las Vegas. Any questions regarding this solicitation should be referred to Regina Heilman, C.P.M., Contracts Specialist at (702) 229-6231. Any questions regarding the Technical Specifications should be directed to Jeff Jacob, Architectural Services, at (702) 229-6535.

Prospective bidders are hereby notified that this Invitation to Bid and all related bidding documents will be made available on a Telecommunication Device for the Deaf (TDD) or in an alternate format (audio or Braille) upon request to the Purchasing and Contracts Division, Telephone Number (702) 229-6231 or (702) 386-9108 (TDD).

FOR COMPLETE INFORMATION OF FUTURE FORMAL BIDS AND QUOTATIONS, CALL THE BID HOTLINE AT 383-0889.
Published: Las Vegas Sentinel-Voice
October 9, 1997

NOTICE INVITING BIDS

LAS VEGAS
VALLEY WATER DISTRICT
CONTRACT NO. 867

**SEARCHLIGHT WATER SYSTEM
IMPROVEMENTS, PHASE III, PART 2**

PROJECT SCOPE: THE SITE OF THE WORK IS LOCATED IN SEARCHLIGHT, NEVADA WITHIN CLARK COUNTY RIGHTS-OF-WAY AND RIGHT-OF-WAY GRANTS ACQUIRED BY THE LAS VEGAS VALLEY WATER DISTRICT. THE WORK CONSISTS OF INSTALLATION OF APPROXIMATELY 246 HORIZONTAL METERS (807 LINEAR FEET) OF 203.3-MILLIMETER (8-INCH) AND 1,934 HORIZONTAL METERS (6,343 LINEAR FEET) OF 152.4-MILLIMETER (6-INCH) INSIDE DIAMETER CLASS 150 DR18 POLYVINYL CHLORIDE PRESSURE PIPE, PERMANENT PAVEMENT REPLACEMENT, REPLACEMENT OF SEVENTY-FIVE (75) WATER SERVICE ASSEMBLIES, RELOCATION OF TWO (2) WATER SERVICE ASSEMBLIES, INSTALLATION OF NINE (9) FIRE HYDRANTS, ABANDONMENT OF EIGHT (8) FIRE HYDRANTS AND/OR STANDPIPES, AND ALL RELATED VALVES, FITTINGS, CONNECTIONS AND APPURTENANCES. THIS PROJECT HAS BEEN DESIGNATED AS PUBLIC WORKS PROJECT NO. CL-1998-68.

PRE-BID: Thursday, October 23, 1997 at 10:00 a.m. at the Las Vegas Valley Water District Mead 3 Conference Room, 1001 South Valley View Boulevard, Las Vegas, Nevada.

BID OPENING: Wednesday, November 12, 1997 at 2:15 p.m. at the Las Vegas Valley Water District Main Lobby/Mead 1 Conference Room, 1001 South Valley View Boulevard, Las Vegas, Nevada.

PLANS AND SPECIFICATIONS: Contract Document Volumes consisting of contract documents, specifications and reduced drawings together with a set of full-size drawings may be obtained at the Purchasing Office of the Las Vegas Valley Water District, (702) 258-3200, for the non-refundable cost of \$25.00. If documents are to be mailed, bidders may have the mailing expedited by providing with their check the name of the express mail carrier with account number to be charged. If not specified, the documents shall be mailed via United Parcel Service ground or alternate, for a non-refundable charge of \$20.00. Checks must be received at the above-mentioned office and shall be payable to the "Las Vegas Valley Water District."

Hearing impaired individuals may request documents and obtain information by contacting TT/TDD: Relay Nevada toll-free at (800) 326-6868. Information on current projects, bid invitations, plan holders list, bid openings, and project awards may be obtained via the Las Vegas Valley Water District's Fax Vault 24-hour hotline at (702) 455-5428. Proposals shall be submitted on the sheets bound in the Contract Documents Volume, and the complete Contract Documents Volume shall be submitted to comprise a complete bid.

Published: Las Vegas Sentinel-Voice
October 9, 1997