

Classified

ACCOUNTING: ASS'T. COMPTROLLER

An Assistant Comptroller is needed by Tacoma Public Schools to assist in planning, organizing and directing the general accounting activities of Tacoma Schools. Requires BA and 3 years experience (allowable substitutions). Salary range: \$23,226 - \$29,001 (DOE); excellent benefits. Application packets available in the Personnel Office at 601 South Eighth in Tacoma (206) 593-6835. **Closing date is November 6, 1984.** EOE

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POSITION OPEN

The YWCA is looking for an **Administrative Assistant** for their Women's Employment Program. Responsibilities include composition of general correspondence, typing of regular reports, filing, and information and referral duties. Must type 50 WPM, with ability to work with a diversified clientele. Knowledge of Community Resources required. Previous experience with non-profit agencies and knowledge of women's employment issues preferred. Salary is \$10,608 annually. Cover letter and resume should be sent to: YWCA, 405 Broadway, Tacoma, Washington 98402 and should be received no later than **November 5, 1984.**

YWCA is an Affirmative Action Employer.

HELP WANTED

The Department of Natural Resources is looking for a **Technical Writer** to provide professional writing services for major technical publications; i.e., management plans, EIS and research reports. BA and 3 years in journalism, technical writing or public relations. Additional experience may be substituted for education (\$1,292 - \$1,654/month). Submit State of Washington Application to: **Department of Natural Resources, 1102 S. Quince, EV 32, Olympia, WA 98504, Attn: Lena Minch.**

POSITION OPEN City of Tukwila

LEGISLATIVE COORDINATOR for City Council, \$1,988/month. Provides professional research and analysis of legislative issues; serves as staff resource to Council committees. Requires 4-yr. college degree in public administration or related field plus 3 yrs. related work experience. Apply by 11/1/84 to City of Tukwila, 6200 Southcenter Blvd., Tukwila, WA 98188; phone 206-433-1831. E.O.E.

PUBLIC NOTICE

Notice is hereby given that the Pierce County Block Grant Citizen Advisory Board will hold its regular monthly meeting on Wednesday, November 7, 1984, at 7:30 p.m., at the Lakewood Senior Center, 4500 Steilacoom Blvd., S.W., Tacoma, WA 98444.

WANTED: ACCOUNTING FIRM

The Tacoma School District No. 10 is requesting proposals from qualified accounting firms to conduct a study to evaluate and recommend improvements to the District's internal controls. Interested parties should contact the Business Office of the Tacoma School District to request a copy of the Request for Proposal. The completed proposals are to be submitted to the Business Office no later than 4 p.m., November 9, 1984. Tacoma School District No. 10, Attn: Nick Shaefer, Business Manager, 601 South 8th, Tacoma, WA 98401, or telephone 593-6866. An Equal Opportunity Employer 10/18 and 10/25

COMPUTER INSTRUCTOR

Tacoma Community College is seeking instructor for computer related programs. For application and information contact Personnel, Tacoma Community College, 5900 South 12th, Tacoma, WA 98465, (206) 756-5014. Closing date, **November 2, 1984.** EOE.

NOTICE TO CONTRACTORS STATE OF WASHINGTON DEPARTMENT OF TRANSPORTATION District #3 P.O. Box 9327 Olympia, Washington

Bid Opening: November 1, 1984

Sealed bids will be received by the State of Washington, Department of Transportation, at District #3, Tumwater, Washington on Thursday November 1, 1984, until 3:00 p.m. and will then and there be opened and publicly read for the construction of the improvement listed below. This is a District Three Contract.

Performance and bid bonds are not required on this project so that small businesses and minority contractors may compete; however, all interested firms are encouraged to submit bids.

Special Prequalification will be required for those bidders not currently prequalified under the Department's standard prequalification procedures.

Plans, contract provisions and special prequalification forms may be obtained from the District 3 Office upon written request to the above address, or telephone (206) 754-1601. The plan fee for this project is \$5.00 per copy, non-refundable, made payable to the State Treasurer, Department of Transportation.

A copy of the plans and contract provisions may be inspected in the Pierce County Engineer's office, the Chapter offices of the Associated General Contractors of America in Seattle, Spokane and Tacoma, and the offices of the Minority Contractor Associations in Tacoma and Seattle.

The improvement for which the bids will be received follows: **SR 512 in Pierce County MP 9.65 Vicinity by grading existing ditch, placing filter fabric, gabion cribbing, light loose riprap and other work. (Estimate range: \$7,500 to \$50,000)**

J.D. ZIRKEL, P.E.
District Administrator
10/17 and 10/24

NOTICE TO BID

NOTICE TO CONTRACTORS DEPARTMENT OF TRANSPORTATION Olympia, Washington 98504 October 8, 1984

Sealed bids will be received at the Department of Transportation Reception Desk located on the first floor of the Highway Administration Building, Olympia, Washington, until 10:00 a.m., or at P.O. Box 7667 Olympia, Washington 98507 until 9:00 a.m., on the dates shown.

The right is reserved to reject any and all bids and to waive informalities in the bidding.

Information copies of plans are on file with the Minority Contractors Pierce County Association, the Office of the County Engineer of the County in which the work is situated; the Chapter offices of the Associated General Contractors of America in Seattle, Spokane, Tacoma and the offices of the District Administrators of the Department of Transportation where they may be inspected.

BIDS AND SUB-BIDS FROM MINORITY AND WOMEN CONTRACTORS ARE SOLICITED. TO ORDER PLANS & SPECIFICATIONS PLEASE CALL (206) 753-9664.

Plans, specifications and proposals may be obtained upon payment of the fee set forth: Fee, \$5.00; Project Estimate, \$0 - \$1,000,000. Fee, \$10.00; Project Estimate, Over \$1,000,000.

The improvements for which bids will be received follow:

BID OPENING: WEDNESDAY OCTOBER 22, 1984

**(KITSAP) KINGSTON FERRY
TERMINAL IMPROVEMENT (Class 16 [Illum. & Gen. Elec. or 87], \$300,000 - \$400,000) CONTAINS DB OR MBE AND/OR WBE GOAL. State Project for Marine Transportation. Requires: Draining and paving. Constructing sidewalk, retaining walls and toll booths. Illumination and pavement marking. 80 Working Days. Involves 30 items. (L-6906)**

DUANE BERENTSON
Secretary of Transportation
10/26 & 11/2

JOBS PROPOSALS REQUESTED

The Tacoma-Pierce County Private Industry Council (PIC) and the Employment and Training Consortium announce the availability of approximately \$168,393 in program funding for Special Projects for School Dropouts, under the Jobs Training Partnership Act (JTPA). Funds will be awarded to cover a project period of January 1, 1985 through December 31, 1985.

Request for Proposal packages and complete instructions may be obtained on or after November 1, 1984 at the Tacoma-Pierce County Employment and Training Consortium, Tacoma Municipal Building, 747 Market Street, Room 620, Tacoma, WA 98402, phone: 591-5450.

A Bidder's Conference will be held November 5, 1984 at 2:00 p.m. in Room 601 of the Tacoma Municipal Building, 747 Market Street, Tacoma WA. Consortium staff will be available to answer questions and furnish technical assistance concerning the Request for Proposal. Special attention will be given to the fixed unit cost system.