Business Pulse Directory

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CAREER CORNER

WORD PROCESSING SPECIALIST
Consulting engineering firm has immediate opening for a word processing specialist with at least three years experience in a high-volume position; have good knowledge of proper grammar and spelling and be able to work with a large number of engineers. Ability to work overtime is required.
Please call Carole Chaney, PHR at 561-0100 between 9 and 4 for an interview.
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MD. STATE DEPT. OF EDUCATION
Call (301) 333-2038 for Application and Position Announcement.
VOCATIONAL REHABILITATION DIRECTOR III,
Position #029803, Grade 21 ($40,698-$53,720 — fiscal 1989 salary)
This is a professional position serving as Director of Field Operations of the Division of Vocational Rehabilitation.
MIN. QUALS: Education: Possession of a Bachelor's Degree from an accredited four-year college or university. A Master's Degree in Educational Administration, Rehabilitation Counseling, Special Education, Counseling and Guidance, Vocational Evaluation, Psychology or a closely related field is preferred. Course work in Management, Supervision, or Administration is also preferred. Experience: Ten (10) years of professional work experience in vocational rehabilitation or in a closely related field. Seven (7) years of the required work experience must have been in direct supervision of other professional employees, OR direct responsibility for the administration of a specialized vocational rehabilitation program area. Note: For purposes of qualifying experience, a closely related field includes, but is not limited to, employment counseling, vocational assessment, teaching, vocational guidance, social work, or human service work in support of disabled persons.
Applications must be received by May 8, 1989.
AA/EOE

OCCUPATIONAL THERAPY
INSTRUCTORS
Part-time faculty positions for day or night classes in A.A. Occupational Therapy Assistant Program in areas of pediatrics, physical disabilities, psychosocial, and gerontology. Responsibilities include teaching and curriculum development. COTA or OTR with three (3) years clinical experience; clinical teaching of OT students preferred. Application deadline April 28, 1989. Please submit letter of interest and resume to Ms. Judith Davis, Catonsville Community College, 800 South Rolling Road, Catonsville, MD 21228. Qualified women, minority and handicapped persons are encouraged to apply.

PUBLIC RELATIONS OFFICER
The University of Maryland at Baltimore (UMAB) requires the skills of a bright public relations account executive to work in our communications office. UMAB located in downtown Baltimore, consists of the schools of Law, Dentistry, Social Work and Community Planning, Medicine, Nursing, Pharmacy and a graduate school. The incumbent will serve several of the above schools in the implementation of their public relations, marketing, and media plans. Requirements include a bachelor's degree in English, journalism or a related field and a minimum of 2-5 years media relations experience, preferably in a similar environment. Excellent written and verbal communications skills are essential.
We offer an excellent compensation and benefits package. Qualified candidates should send resume and salary requirement to:
Teresa Bailey-Holmes
Employment Representative
Office of Personnel
UNIVERSITY OF MARYLAND AT BALTIMORE
737 West Lombard Street
Baltimore, MD 21201
An Equal Opportunity/Affirmative Action Employer

LIBRARIAN — PUBLIC SERVICES
(Search Reopened)
Carroll Community College, a campus of Catonsville Community College, has reopened its search for Librarian Public Services. This position is on a full-time, 12-month annually renewable basis responsible for coordinating public services for small community college Library. Duties include database searching, providing reference services, bibliographic instruction, collection development and compiling bibliographies. Requires ALA accredited MLS, two to three years professional library experience, preferably in a community college setting; experience with database searching (Dialog, BRS, Wilsonline) and experience providing reference services in an academic or public library.
Starting salary $25,736. Excellent fringe benefit package. Application deadline May 1, 1989. Please submit letter of interest, resume and names/addresses/telephone numbers of three professional references to: Director of Personnel, Catonsville Community College, Baltimore, MD 21228. Qualified women, minorities and handicapped persons are encouraged to apply.

McDONOGH SCHOOL
TEACHING POSITIONS AVAILABLE FOR THE 1989-90 SCHOOL YEAR
Reading/Language Arts/Curriculum Specialist — Lower School
Aide to Pre-First
Grade Two
Grade Four
Physical Education — Lower School and Middle School *
Earth Science and General Science — Middle School *
History: European and Third World — Upper School *
Spanish: part-time — Upper School *
Physics and Chemistry — Upper School *
Music: Band and Chorus — Upper School *
Dance — Middle and Upper School
Art — Middle School and Upper School *
Counselor/Assistant Dean — Upper School *
* These positions are likely to include responsibilities for coaching of some kind.
Please send letter and resume to:
Hugh Burgess, Associate Headmaster
McDonogh School
McDonogh, Maryland 21117-0380
WE ARE AN EQUAL OPPORTUNITY EMPLOYER

CAREER CORNER

FINANCE DIRECTOR
City of Baltimore seeking experienced executive with significant urban government Financial Management background. The Director plans, coordinates and directs the financial activities of the government while managing the following functions: budget and management research, accounting operations, treasury management, purchasing, management information systems and payroll and disbursements. Candidates should have financing background and experience at a policy making level with specific responsibility for the operating and capital budget, financial forecasting, and accounting. Requirements: B.S. degree in Finance, Accounting or Economics from an accredited college or university, 7 years of experience in financial management including directing at least two of the above functions. Salary: $85,300 to $98,900, 750 employees with an annual operating budget of $24,000,000. Apply before May 15, 1989 at:
Civil Service Commission
111 North Calvert Street
Baltimore, Maryland 21202
Attn: J. Hoskins
EOE M/F

DIRECTOR MARYLAND ETHNIC HERITAGE COMMISSION
DHCD/HISTORICAL & CULTURAL PROGRAMS
State Unclassified
$23,979-$28,564
Immediate administrator and supervisor of programs for the Maryland Ethnic Heritage Commission.
Bachelor's degree required, advanced degree preferred, from accredited college or university in the following:
Ethnic Studies or other cultural concentration (e.g., Asian, Latin American, or European Studies), Social History, Urban Studies or a closely related field which would prepare the applicant to administer a statewide program affecting the social, economic, cultural and educational life of the state's ethnic communities.
Must have 5 years experience working with community organizations, educational organizations, government agencies or ethnic/cultural groups.
May substitute additional experience as defined above for the required education on a year-for-year basis.
Preference: Bilingual and/or bicultural.
Travel within the State, occasional out-of-state travel, numerous weekend and evening obligations.
Closing Date: May 19, 1989
Please send resume to:
Director, Division of Historical & Cultural Programs
45 Calvert Street
Annapolis, Maryland 21401
EOE

Administration
EXECUTIVE SECRETARY TO THE HOWARD COUNTY COUNCIL
The County Council of Howard County, Maryland is seeking applications for the position of Executive Secretary to the County Council.
This is a highly responsible administrative position charged with the managing of the County Council office. The Executive Secretary is responsible for preparing, executing and monitoring the Council's legislative agenda. Work includes developing, drafting, analyzing and reviewing legislation and zoning regulations; directing staff work; assisting in annual budget preparation and analysis; advising Council members on various matters of policy and procedure; coordinating with other County agencies and departments and handling press and citizen inquiries.
The applicant should have an understanding of county government, the legislative process, legal and technical research. Strong communication skills are also required.
Any combination of education and experience equivalent to completion of a bachelor's degree program from an accredited college or university in public administration or a related field and six years of increasingly responsible experience in public administration, including legislative support experience. A law degree or legislative background is preferable.
The salary range is $41,800 to $54,884 per year. It is anticipated that the salary range will be increased on July 1, 1989. The Howard County Council also offers a full range of fringe benefits.
Resumes, including a detailed salary history, should be sent to the Chairperson, Howard County Council, George Howard Building, 3430 Courthouse Drive, Ellicott City, MD 21043. The deadline for applications is May 5, 1989.
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PHARMACIST
Salary to $40,396 Based on Experience
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Fort Howard, Maryland 21052
Department of Veterans Affairs Medical Center, Fort Howard, a general medical and rehabilitation facility, has an immediate opening for a full-time or part-time Pharmacist. Day shift schedule.
Fort Howard is located on a beautiful waterfront setting in SE Baltimore County just off Beltway 695. Excellent benefit package to include annual leave, sick leave, ten (10) paid holidays, free safe parking. Interested applicants should contact Ms. Joyce Velli or Ms. Brenda Dolinar at (301) 687-8343.
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DIRECTOR OF PLANNING
City of Baltimore is seeking exp. Exec. with significant Gov't. Urban Planning background. The Dir. plans, coordinates, develops and directs the planning activities of the Gov't. while managing the Planning Dept. Applicants should have planning background exp. at a policymaking level with specific responsibility for the agency operating budget, 6 yrs. Capital Improvement Program and Capital Budget; review and recommend changes in zoning ordinances; prepare and amend the City's Master Plan; and regulate and approve subdivision and private development plans.
Requirements: MS or MA in Urban Planning or related planning discipline from an accredited college or university, 8 yrs. of exp. in Gov't. Urban Planning. Or, BS or BA with 10 yrs. of Exec. level policy/decision-making exp.
Salary: $66,900 to $77,600. Apply before May 30, 1989 at: Civil Service Commission, 111 N. Calvert St., Balto., Md. 21202, Attn: J. Hoskins.
EOE M/F

Marketing
PROPOSAL WRITER
The Office of Institutional Advancement at the University of Maryland at Baltimore (UMAB) is looking for an intellectually curious self-starter to write and produce proposals and work with senior university fundraisers and faculty in our six professional schools: Dentistry, Law, Medicine, Nursing, Pharmacy and Social Work and Community Planning.
A B.A. degree is required. A graduate degree in a health-related field is preferred. Experience working in a grants-making or grants-seeking foundation or corporation organization are a plus. Excellent writing, interpersonal skills, and the ability to meet deadlines are essential.
UMAB offers a salary commensurate with experience and an excellent benefits package. Qualified candidates should forward resume and cover letter, including salary requirements to:
Greg Cuker
Office of Institutional Advancement
UNIVERSITY OF MARYLAND AT BALTIMORE
511 West Lombard Street
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DIRECTOR
BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES
$65,000+
(Unclassified)
Strong administrator with demonstrated leadership and management abilities needed to serve as Director of the Baltimore City Department of Social Services, an agency of 2500 employees, responsible for providing public assistance payments, child support services and a variety of social services to the residents of Baltimore City.
Applicants must have at least 10 years experience in managing human services or similar programs. At least five years should be at a top management level. Master's degree in administration, business, human services or similar graduate degree required.
Please send resume by May 15 to:
Charles C. Hooper, Jr.
Director, Division of Personnel
Department of Human Resources
311 W. Saratoga Street
Baltimore, Maryland 21201

Rate and Schedule
FRIDAY
OPEN RATE: $16.09 per inch
CONTRACT RATES: 252 inches $12.79; 1008 inches 12.35; 5040 inches 9.27
DEADLINE: Space Reservation Tuesday 2:00 p.m.; Non-camera Copy Tuesday 4:00 p.m.; Camera Copy Wednesday 1:30 p.m.

PROFESSIONAL EMPLOYMENT AND CAREER TRAINING OPPORTUNITIES

Baltimore: The City That Reads The AFRO-AMERICAN Newspapers

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SPECIAL EVENTS COORDINATOR
The University of Maryland at Baltimore has an exciting opportunity available for a dynamic individual to plan and execute cultural and public relations events, dinner, forums and lectures.
Requirements include a bachelor's degree and excellent organizational and interpersonal skills. Two to three years of relevant experience is preferred.
We offer a salary commensurate with experience and an excellent benefits package. Qualified candidates should forward resume and cover letter, including salary requirements to:
Neil McCabe
Office of Institutional Advancement
UNIVERSITY OF MARYLAND AT BALTIMORE
511 West Lombard Street
Baltimore, MD 21201
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HOWARD COUNTY JOB OPPORTUNITIES
Howard County Government is accepting applications for the following vacancies:
ACCOUNTANT I/II
To supervise and maintain the County's Fixed Asset System. Duties include: reviewing documents for fixed asset acquisitions, dispositions, and transfers; examining monthly computer reports and determining accounting procedures for fixed assets; preparing financial schedules for annual financial report and Official Bond Statements; and reconciling various balance sheet accounts. Requires: B.S. in Accounting and 1 year of experience in professional level accounting. Must possess knowledge of computerized financial systems and printouts, and experience in preparing financial statements. Prefer knowledge/experience in fixed asset accounting. Salary range: $24,883-$36,071/yr.
MAINTENANCE SUPERVISOR
To perform supervisory maintenance work overseeing the activities of skilled and semi-skilled employees engaged in industrial maintenance at a wastewater treatment plant. Duties include: supervising and inspecting maintenance and grounds staff work; ordering materials and providing material lists for purchase; issuing work orders when needed; performing work in the various building/mechanical trades; conducting employee performance reviews; maintaining weekly reports on staff members. Requires: H.S. grad or equivalent and four years of experience in building/industrial maintenance and repair, at least one year at the crew leader level. Must possess a valid Maryland Class D driver's license. Note: Must provide driver's license # on application form. Salary range: $27,088-$35,564/yr.
NUTRITION PROGRAM COORDINATOR
To coordinate the daily operations of the Office on Aging's Nutrition Program. Duties include: supervising and training staff; planning, developing and writing proposals for federal, state and local grants; preparing program and financial reports; preparing contracts; ordering supplies and materials as needed; developing menus with vendors; and working with agencies and community resources to develop appropriate site activities and social services. Requires: The equivalent of a B.S. in business or public administration and one year experience in public service administration or a related field. Must possess good knowledge of public meal programs, nutrition, sanitary requirements, and educational and recreational programs for senior age groups. Prefer previous supervisory/management experience and knowledge of word processing, spreadsheet and graphics programs. Salary range: $23,702-$31,118/yr.
All positions include a comprehensive fringe benefits package. Howard County applications must be received or postmarked by April 28, 1989.
Contact:
HOWARD COUNTY PERSONNEL
3430 COURT HOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
(301) 992-2035
DEAF TELETYPE ONLY (301) 992-2323
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EDUCATION
MD. STATE DEPT. OF EDUCATION
Call (301) 333-2038 for Application and Position Announcement
STAFF SPECIALIST III
Non-public Special Education
Position #040186, Grade 17 ($29,455-$30,061)
This is a professional position responsible for monitoring and evaluating in and out-of-state non-public schools for the handicapped and to determine if such schools are in compliance with State and Federal laws & regulations.
MIN. QUALS: Education: Master's Degree in Special Education. Experience: Education program evaluation experience in public, non-public, and/or state operated facilities that provide educational services to school age handicapped children and administrative experience in Special Education.
Applications must be received by April 26, 1989.
AA/EOE

SCHOOL LIBRARIAN/MEDIA SPECIALIST
Positions for September at all levels, elementary, middle school and high school. Suburban system seeking candidates with creativity and enthusiasm. Salary Range: $26,720-$57,078. CT Media Specialist Certification. Send resume and credentials to:
Westport Public Schools
Personnel Office
P.O. Box 312
Westport, CT 06880

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Surrounded by the beautiful Chesapeake Bay, Annapolis is home of the U.S. Naval Academy, the prestigious St. John's College and is the capital city of Maryland. Recreation is at your fingertips with western Maryland mountains and every type of water sport you can think of. Nearby are the shores of Ocean City, Maryland, and, of course, all the cultural activities of Washington, D.C. At Anne Arundel General Hospital and Medical Center, your ship has come in.
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— Psych
— PACU
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— CCU
— ER
— OR
— Orthopedics
— Oncology
— Ambulatory Surgery
— Home Health Care
— OB/GYN
ALLIED HEALTH
Respiratory Therapy
Physical Therapy
Laboratory-Technology
Social Worker
Staff Pharmacist
For further information on Employment Opportunities at our Hospital, please contact the Human Resources Department, Anne Arundel General Hospital and Medical Center, Franklin & Cathedral Streets, Annapolis, MD 21401.(301) 267-1367.
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