

## ON THE RECORD

continued from 7

marijuana, possession of marijuana, by agreement jury trial previously set for February 22 is cancelled, agreed order to be submitted.

Christopher Middleton, other hearing, alcohol intoxication, guilty plea, \$25 costs.

Main Street Pawn vs. Litch Farrar, other hearing, hearing held, claim dismissed based on release signed by plaintiff.

Tamara M. Carey, pretrial conference, operating vehicle under influence alcohol/drugs,

possession controlled substance, drugs not in proper container, agreed order.

Steven Collins Minton, show cause hearing, speeding, operating vehicle under influence alcohol/drugs, minor possession/alcohol, agreed order.

Saul Vasquez, pretrial conference, fail to wear seatbelt, operating vehicle under influence alcohol/drugs, agreed order, interpreter ordered for March 27.

Randolph Q. Todd, pretrial conference, operating vehicle under influence alcohol/drugs, fail to wear seatbelt, agreed

order.

James E. Munday, pretrial conference, agreed order.

### Nicholas

2/12/02  
Elizabeth G. Tuney, arraignment, theft by deception, bonded out for later date.

David Lalazar, driving under influence, continued March 27.

Joshua C. McVey, arraignment, speeding, continued April 1; to be dismissed without appearance on proof in file of 16 hours community service.

## GUARDIAN AUTOMOTIVE MOREHEAD PLANT

**General Production Positions:** We are looking for highly motivated team members who have basic math and reading abilities and above average communication skills. High school diploma or GED is preferred, but not required. Candidates must also be willing to work 2<sup>nd</sup> or 3<sup>rd</sup> shift. Candidates need to be willing to work daily and weekend overtime when needed. Our starting wage is \$8.50/hr.

In addition to offering a friendly work environment, we also offer competitive wages, medical, dental and life insurance, hours-worked bonus and retirement savings. Interested candidates should apply in person to:



Guardian Automotive  
Morehead Plant  
200 Guardian Ave.  
Morehead, KY 40351

Applications are accepted Monday through Friday between the hours of 8 am and 3 pm. No phone calls please.

Guardian is an Equal Opportunity Employer.

In order to improve the Council's capacity to provide services to Spanish speaking persons and the hearing impaired, a hiring preference will be granted to persons who are bilingual in English and Spanish or who can sign.

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties is currently accepting applications for the following positions:

### PLANNING AND RESEARCH MANAGER

The Planning and Research Manager is responsible for managing new program development from strategic plan to resource development through the start of project implementation and transfer to other program staff.

**Qualifications:** Bachelor's degree required. Master's degree preferred in journalism, English, political science, economics, sociology or similar field. Minimum three years of successful, relevant experience required. Excellent oral and written communication skills required. Demonstration of word processing, spreadsheet, database skills in a PC environment highly desired. Must be well organized. Must have a working knowledge of and demonstrate sensitivity to low-income families. Must be able to prioritize duties and work in staff teams.

Salary: negotiable (plus excellent benefits).

Plus a 10% differential for bilingual speaking persons.

### CHILDREN'S SERVICES COORDINATOR

The Children's Services Coordinator reports directly to the Assistant Director for Children's Services. Will be directly responsible for day-to-day operations of a Community Action Council Child Care/Head Start Center. Will be directly responsible for providing leadership to all teaching staff. Assures that all centers achieve and maintain NAEYC accreditation. Head Start Performance Standards and meet all licensing requirements.

**Qualifications:** A Bachelor's degree in Early Childhood, Family Studies, or Child Development is required. A minimum of 5 years teaching experience in a preschool setting and experience as a supervisor or administrator is required. Experience working with low-income children and their families is required. Must agree to a Child Abuse Central Records check as required by state law. Must obtain a TB Skin Test, Food Handler's Permit as well as any other screening, physicals and testing required by the funding source, licensing and/or regulations.

Salary: \$28,152.92 - \$30,968.12 (plus excellent benefits).

### ADMINISTRATIVE ASSISTANT I

1-position for Neighborhood Center in Bourbon County

1-position for the Division of Emergency Services

1-position for the Division for Fiscal Operations

Community Action Council is seeking qualified applicants for the position of Administrative Assistant I (Division for Emergency Services, Division for Fiscal Operations) and (Neighborhood Center). The Administrative Assistant I is responsible for the day-to-day operations of the office. The Administrative Assistant I will report to the Division Director.

**Qualifications:** A high school diploma or a GED and five years of comparable experience/education are required. Must pass a word processing proficiency test. Must be well organized. Must have a working knowledge of and demonstrate sensitivity to low-income families. Must demonstrate effective oral and written communication skills.

Salary: \$21,112 - \$23,223.20 (plus excellent benefits).

### FAMILY DEVELOPMENT SPECIALIST

(BILINGUAL)

The Family Development Specialist position works intensively with low-income families to assist them to become self-sufficient. Using a planning approach, reviews, monitors and analyzes progress with families. Teaches and mentors positive skills with families. Coordinates services with community organizations based on the needs of family.

**Qualifications:** A minimum of an Associate degree in Social Work, Education, Psychology, Sociology, Nursing, Family Studies, Early Childhood Development or a related field required. Bachelor's degree in one of the above fields is preferred. Two years experience in human services delivery, counseling or in a community based services setting required. Working knowledge of management information systems and research in human services delivery. Bilingual English/Spanish may be required. Must have a working knowledge of and demonstrate sensitivity to the needs of low-income people.

Salary: \$26,121.25 - \$28,744.10 (plus excellent benefits).

Plus 10% salary differential for bilingual.

### HUMAN RESOURCES GENERALIST

The Human Resources Generalist is responsible for performing technical and professional support work in the development, implementation and maintenance of human resources functions including employment, recruitment and selection, position classification and compensation surveys, training, benefits and other related personnel areas. Reports to the Director for Human Resources and Administrative Services.

**Qualifications:** A Bachelor's degree in Business Administration, Public Administration, Psychology or related field required. Must have at least 3 years of experience at generalist level. Must type 40 wpm. Must have a working knowledge of Equal and Work. Salary: \$27,227.20 - \$29,949.92 (plus excellent benefits).

### CENTER MANAGER

West Lexington Center (bilingual in English/Spanish required)

The Center Manager has day-to-day management and operational responsibilities for a neighborhood or community center, including planning, budgeting, program management, community outreach, advisory and parent committee development, staff selection, training and evaluation.

**Qualifications:** Bachelor's degree in social or behavioral science or related field required. Graduate degree in social or behavioral science preferred. Five years of human service delivery, including at least two years of family or child development experience and at least two years of management and supervision are required. Multi-cultural experience in service delivery highly desirable. Must have a working knowledge and demonstrated sensitivity to the needs of low-income people. Must have excellent oral, written, communication, and organizational skills.

Salary: \$37,185.95 - \$40,904.54 (plus excellent benefits).

Plus a 10% differential for bilingual candidates.

All positions require a valid Kentucky driver's license (or ability to obtain within 30 days) and reliable transportation (work related travel required for some positions). Must be insurable under the Council's automobile policies.

Closing Date: "Open Until Filled"

Applications may be obtained at any agency office or by writing or calling, Community Action Council, P.O. Box 18150, Lexington, Kentucky 40506, (502) 233-6600 or 1-800-244-2275.

COMMUNITY ACTION COUNCIL IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER



COMMUNITY ACTION COUNCIL for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties

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