The Job Spotlight

Week of June 6th - 10th, 2022

- Adams County, Colorado
- Altech
- City of Fountain
- FBI (Denver Office)
- Fortuna BMC
- Precision Castparts Company
- Premier Research
- Service Auto Glass
- Sevan Multi-Site Solutions
- United States Air Force Academy
- USAJOBS
- Waste Management





BE A PART OF SOMETHING **GREAT**



Why Work for Adams County?

At Adams County, we hire exceptional employees and provide them with top-notch opportunities to grow, expand their capabilities, and reach their full potential. Adams County cultivates an inclusive and innovative culture and offers employees exciting and dynamic challenges to build successful careers as they help us become the most innovative and inclusive county in America.

An important part of that culture is our commitment to diversity and inclusivity. If you want to work where diversity matters, Adams County is the place for you! Diversity, Equity & Inclusion (DE&I) is a core cultural competency at Adams County, and we actively seek and welcome applicants that bring diverse experiences and value inclusion.

OUR MISSION

To responsibly serve the Adams County community with integrity and innovation.

OUR VISION

Adams County is the most innovative and inclusive county in America for all families

Our Goals

EDUCATION AND ECONOMIC VITALITY | QUALITY OF LIFE
HIGH PERFORMING, FISCALLY SUSTAINABLE GOVERNMENT
SAFE, RELIABLE INFRASTRUCTURE | COMMUNITY ENRICHMENT

Our Values

A POSITIVE WORK ENVIRONMENT

Providing a respectful, professional work environment that will attract, retain, and motivate a workforce that effectively and efficiently serves the Adams County community.

SERVANT LEADERSHIP

Serving the Adams County community with accountability and responsibility.

TEAMWORK

Working together on behalf of the Adams County community.

TRANSPARENCY

Engaging in open, honest, and respectful practices and communication.

CREDIBILITY

Committed to earning the trust and respect of the Adams County community by acting with integrity and ethics in all we do.

EXCELLENCE

Strive to create a world-class customer service experience by encouraging creativity, a service culture, and continuous improvement.

TOTAL THE ADAMS COUNTY TEAM AND APPLY TODAY!

adcogov.org/career-opportunities | search #jointeamadams on social media



BE A PART OF SOMETHING **GREAT**

Benefits

Adams County provides a comprehensive benefits package to employees that goes above and beyond what is offered at most organizations.

BENEFITS YOU EXPECT:

- ✓ Aflac Supplemental Medical Insurance
- √ Basic Term & Optional Term Life Insurance
- ✓ Deferred Compensation Plan
- ✓ Dental/Vision/Medical Plans
- √ Generous Vacation/Sick Leave
- √ Long-Term Disability
- ✓ Retirement Plan
- √ Short-Term Disability

PLUS SOME YOU MIGHT NOT:

- √ Employee Assistance Program
- √ Employee Fitness Center
- √ Employee Health Clinics
- √ Flexible Work Schedules
- ✓ Remote/Hybrid Options
- √ Training & Tuition
 Reimbursement Programs
- √ Wellness Program

Training Opportunities

The Learning & Development Program (LEAD — Learn, Excel, Achieve, Develop) is intended to inspire and connect all team members to our vision to be the most inclusive and innovative county in America. We provide learning opportunities that further help all team members be the best at getting better. Our program is reflective of leadership needs and provides numerous opportunities to grow individuals and teams alike.

As an employer of choice, Adams County is committed to enriching employees' lives with education and encourages its employees to develop and grow personally and professionally with a tuition reimbursement program.

Diversity, Equity & Inclusion Programs

Diversity, Equity & Inclusion (DE&I) is interwoven into every aspect of what we do as the Adams County team. We also know that there is value in all perspectives. We strive to get better every day! We want to create space where all people are honored, valued for their own experiences, and supported wherever they are at on their own DE&I journey. To help further these initiatives, Adams County has these opportunities:



A-PROUD

A group of employees within Adams County who have joined together to develop and consult on initiatives that strive for diversity in county staff and leadership; provide access to unique cultural education opportunities; and foster a county culture of respect and inclusion for all groups.



AFFINITY GROUPS

Employee-led groups of people who share a common experience, interest, or goal. Affinity Groups provide support, enhance career development, and contribute to the overall work environment.

TOTAL THE ADAMS COUNTY TEAM AND APPLY TODAY

adcogov.org/career-opportunities | search #jointeamadams on social media



Electrical Mechanical Technician

Full Compensation Package

- Starting Pay is based on your education & experience

 Nine pay levels \$27.85 hour up to \$35.00 hour
- Shift differential added to your base pay/ Offered Overtime Hours Paid Holidays Sick Vacation Time Friday Paydays Direct Deposit Full Benefits after 90 days of employment

- Looking for prior military vehicle mechanics, electrical trade school graduates or electricians
- Railcar inspectors or mechanics
- Call/Text Paul, Manager HRBP 720.705.2128 OR Email paul@altechts.com

Join the Altech Team Today!



CITY OF FOUNTAIN invites applications for the position of:

Administrative Assistant II

SALARY: \$17.45 - \$19.93 Hourly

OPENING DATE: 06/07/22

CLOSING DATE: 06/21/22 05:00 PM

SUMMARY:

SUMMARY

Under the assigned supervision, the incumbent will provide administrative and clerical support to the assigned department head or division.

GENERAL PURPOSE:

The purpose of this position is to provide semi-skilled secretarial, clerical and administrative duties involving set procedures and rules, but with frequent problems. Responsible for guiding others, requiring frequent decisions affecting co-workers and others whom depend on the service or product. Work is performed in a somewhat fluid environment with rules and procedures, but many variations from the routine.

ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS:

- Maintains and supports a positive, collaborative culture within the City organization as a
 whole, fully embracing the cultural and values statements espoused by the City.
- Serves as the first point of contact for the division or department supported; answers telephone, provides information; ensures all messages left are delivered timely, processes outgoing mail; receives and processes incoming mail.
- Answers inquiries for information, some of which may involve research; gives information, guidance or assistance to people which directly facilitates task accomplishment.
- Maintains and organizes supply inventory; orders and distributes supplies.
- Composes and types correspondence, memoranda, reports, schedules, work orders, purchase orders and other materials independently from copy, marginal notes or verbal instruction; with minimal errors, may prepare material for City Council and/or Board meetings.
- Tracks and maintains records on assigned department expenditures; coordinates data and reconciles with internal or external finance agencies.
- May schedules meetings, appointments and interviews; makes travel arrangements.
- Prepares conference rooms or areas as needed for meetings
- Establishes and maintains effective working relationships with citizens and co-workers.

OTHER DUTIES AND RESPONSIBILITIES:

- Provides administrative support to assigned manager(s)
- Collects, classifies or formats data or information in accordance with a prescribed scheme or plan to facilitate the identification and extraction of useful information.
- May coordinate program logistics, district events and or business sessions.
- May be required to handle money or A/P & A/R transactions on daily/monthly basis.

- May coordinate the training compliance for the department supported, ensuring all required training is completed on time.
- Establishes and maintains department filing system; maintains files and records and generates appropriate reports to include achieve tracking; processes fiscal reports.
- May decorate City building(s) for holidays, employee celebrations, and other events.
- · Performs other duties and special projects as requested by supervisor.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education and Experience:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in office administration, business or closely related field.

Requires at least two (2)+ years of experience in administrative or clerical duties or closely related experience.

Certificate or licenses:

Requires a Notary Public designation or the ability to obtain within 120 days of hire date.

OTHER REQUIREMENTS:

- Proficiency in Microsoft Office applications and office equipment and machines.
- Able to obtain the following ICS Certifications: IS100 & 700.

SUPPLEMENTAL INFORMATION:

TOOLS AND EQUIPMENT USED:

Handles or uses computers or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items. Lead for copier and printer use, and may give instruction to others.

PHYSICAL DEMANDS:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations, and exerting up to 10 pounds of force on a semi-regular and recurring basis.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet, occasionally disrupted by moderately loud tones. Involves routine and frequent exposure to bright/dim light; dusts and pollen. Frequent interaction with the public.



CITY OF FOUNTAIN invites applications for the position of:

Communications Specialist

SALARY: \$23.26 - \$33.67 Hourly

OPENING DATE: 06/06/22

CLOSING DATE: 06/20/22 05:00 PM

SUMMARY:

SUMMARY

Under the direction of the City Communications Manager and in collaboration with city departments, the incumbent creates and implements public relations products and strategies to foster community-wide engagement and awareness of initiatives.

GENERAL PURPOSE:

This position's purpose is to develop, coordinate, synchronize and facilitate City communications and community engagement programs and projects that maintain positive and productive relations between the public, community organizations, neighboring regional partners and the City. The position is responsible to coordinate and provide communications support to City events and support multiple departments in public information and engagement activities and outreach, to update and maintain City communications platforms such as the City website, social media accounts and other information sharing tools and messages, to communicate with the media, and assist in development of strategic communications points and correspondence for City Council and city departments. The incumbent must possess integrity, excellent communications and writing skills, organizational skills and the ability to lead and collaborate with diverse stakeholders. Work requires the exercise of initiative, good judgement and discretion.

SUPERVISION EXERCISED:

This job/class works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS:

- Maintains and supports a positive, collaborative culture within the City organization as a whole, fully embracing the cultural and values statements espoused by the City.
- Supports the communications needs of the City and its departments by developing, organizing, and facilitating communications efforts and citizen engagement programs, public information campaigns, media, city events and city branding and marketing efforts.
- Establishes and maintains effective working relationships with citizens, community organizations, regional stakeholders and fellow co-workers.
- Supports multiple City departments in public information activities and outreach; supports communication/marketing plans, including goal development, target audience identification,

- strategies and tactics, communication vehicles, and measurements of success; creates and supports production of departmental communications and public engagement related materials, including printed materials, audio, radio and video projects.
- Acts as contact and coordinator of media on departmental or citywide issues; develops news-worthy stories, produces news releases and schedules interviews; coordinates and distributes key points for staff being interviewed by media; and coordinates efforts or serves on cross-departmental teams for Citywide initiatives.
- Assists in the development of key messages for use in marketing programs, articles, speeches, media relations; writes speaking points and speeches; coordinates speaking points prepared by staff and outside agencies; may accompany Mayor, Council and senior staff to functions and coordinates media; prepares media or public information products for elected officials and department directors; assists with coordination, planning and execution of major City events.
- Supports implementation of public information and marketing programs for the City; performs trend analysis and analyzes historical information to assist in developing innovative and effective communications strategies.
- Develops and facilitates city polling and survey campaigns; conducts analysis and prepares post campaign presentations and feedback.
- Provides content creation and support, maintenance and quality assurance for the City Website and Social Media platforms for the City.
- Establishes and maintains effective working relationships with citizens and co-workers.

OTHER DUTIES AND RESPONSIBILITIES:

- Serves as an assistant Public Information Officer for the Emergency Operations Center (locally) or the Joint Information Center (regionally), when needed; may represent assigned department(s) as media/public information representative during critical incidents and key events.
- Will take the role of assistant Public Information Section Chief in the event of an emergency/disaster in the Emergency Coordination Center.
- Represents the City through participation on committees, task forces and study groups, as needed.
- Analyzes and recommends improvements to existing programs and processes, as needed.
- Performs other duties and special projects as requested by supervisor.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education and Experience:

Requires a Bachelor's Degree in Communications, Public Relations, or closely related field. Requires three years' progressively responsible experience with communications and outreach practices.

A combination of education and experience may substitute for education requirements.

Certificate or licenses:

• Requires a valid Colorado driver's license

OTHER REQUIREMENTS:

- A strong understanding of the principles, methods, and practices applied in the design of public relations, community affairs, and advertising programs; City rules, regulations, policies, and procedures; techniques and practices for organizing and coordinating programs, activities, and special events; computer hardware and software related to conducting research and preparing presentations; methods and techniques of writing for advertising, marketing, and public relations; principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation; principles, methods, and techniques of graphic design, layout, and print production; desktop publishing applications in the preparation of print and graphic materials; advertising and public relations industry practices and trends; budget management and record keeping practices and procedures.
- A high degree of comfort and skill in navigating the ever-changing social media universe and the ability to implement new and oversee existing social media platforms.
- Comfortable with utilizing systems and software related to website content layout and management.
- Able to obtain the following ICS Certifications: IS100, 200, 300, 700, & 800

SUPPLEMENTAL INFORMATION:

TOOLS AND EQUIPMENT USED:

Handles or uses computers or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

PHYSICAL DEMANDS:

Performs light work that involves walking or standing most of the time and involves skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

Duties may involve an out-of-door environment, which includes exposure to extreme heat or cold, and/or wet humid conditions without temperature change.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.fountaincolorado.org/
116 S. Main Street
Fountain, CO 80817
719-322-2000
cbrisnehan@fountaincolorado.org

ARE YOU UP TO THE CHALLENGE?

Are you ready for a career where initiative and expertise are essential? Be a part of a team that ensures we stay ahead of new advances in technology, terrorism and intelligence threats. We have an array of mission-critical roles — and a need for diverse experiences and skills to fill them. Join us to learn more.



Maximizing Business Solutions Through Technology

We're Hiring! Legal Transcriptionist

Our company is dedicated to hiring Reservists, National Guards, and transitioning military members, veterans of all eras, and their spouses. We are seeking Legal Transcriptionist who will transcribe legal documents error-free. The successful candidate will work part-time/full-time remotely.



Who We Are

Fortuna BMC is a disabled veteran business enterprise (DVBE) founded in 2014, with headquarters in McClellan, CA, and offices in Fayetteville, NC, Los Angeles, CA; Richmond, VA, and Dallas, TX. Fortuna is an active member of multiple service agreements, including CMAS, ITMSA (Tier 2), CalPERS SpringFed Pool, as well as multiple municipalities and large corporation vendor pools.

Responsibilities

- Work volume varies but averages 200 recordings per week, each call is typically 20 to 30 minutes long, but can be up to 45 minutes in length.
- Steady volume of work through August of this year, after then work will continue but at a reduced volume.
- Listen to dictated recordings produced by legal professionals, such as paralegals and attorneys.
- Transcribe recordings into a variety of legal documents that contain pleadings, correspondence, motions, time entries, legal memorandums, interrogations, agreements, and discovery.
- Create error-free documents that legal professionals can later reference.
- · Use headsets and computer software to
- listen and produce transcriptions.

Requirements

- Has own work from home set-up (computer with keyboard, headset, internet)
- Ability to successfully pass a background investigation and drug screening
- Ability to successfully pass a Public Trust Clearance
- Capacity to transcribe at least 150 pages per week
- High school diploma or GED
- Applicants with transcription experience are encouraged to apply.
- Ability to type at least 40 WPM at 95% accuracy. (Typing test required)

JOIN OUR TEAM TODAY!

Apply now and submit your resume together with your cover letter to:

jobs@fortunaBMC.com

ne II

Subject Line:

FNC-006-Transcriptionist_Last name, First name

VETERANS





Precision Castparts is the world leader in structural investment castings, forged components, and airfoil castings for aircraft engines and industrial gas turbines. Airbus, Boeing, GE, Rolls-Royce, and many other leading manufacturers depend on us for critical airframe, engine, power generation, medical, and general industrial components. With few exceptions, every aircraft in the sky flies with parts made by PCC.

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Employees: 20,000+

Industries: Aerospace Power General Industrial



Locations: 120+ facilities 29 states 13 countries

PCC is looking for candidates like you with a passion for leadership to join our Veterans Leadership Development Program.

Are you seeking a great career in a fast-paced, growing organization? Numerous career paths are available as a result of our growth and market leadership.







WE ARE LOOKING FOR FUTURE LEADERS WITH



Bachelor's and/or Master's degree in:

Engineering

Supply Chain Management/Logistics

Business Operations

Human Resources/Personnel Mamt.

Finance/Economics



Small unit Leadership



Demonstrated technical expertise; Proven operational experience



Must be a U.S. citizen or permanent resident



Must be willing to relocate

The Veteran Leadership Development Program (VLDP) is a two-year, rotational program open to Veterans with five to ten years of military experience. This program offers three 8-month assignments designed to develop the future leaders of our business and teach participants the critical aspects of PCC's business so they can effectively influence the future direction of the company.

This is a fast-paced, hands-on program where you will learn by doing while being tested daily by the challenges of manufacturing. After successful completion of the program, participants will be prepared to take on critical leadership roles within PCC.

PROGRAM HIGHLIGHTS

Exposure to multiple aspects of PCC's business High levels of visibility

Responsible for critical plant functions Professional development education

Check-ins with Senior Executives **Executive coaching**

Mastermind groups Veterans Employee Resource Group

TYPICAL ROTATIONS

1st Rotation

Process Engineering Facilities Engineering Manufacturing Leadership

2nd Rotation

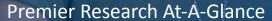
Manufacturing Leadership Quality Engineering **Supply Chain Operations**

3rd Rotation

Planning/Scheduling Manufacturing Leadership **Product Engineering**







A contract research organization Built for Biotech™, changing ideas into life-changing treatments

- Employees: >2,000
- Headquarters: Morrisville, North Carolina
- Global presence: 20 countries
- Focus areas: Analgesia, Diagnostics, Neuroscience, Oncology, Pediatrics, Rare Diseases, and Women's Health
- Cultural Anchors: Caring & Empathy, Aspiration, Empowerment, One Team



Transitioning into a Clinical Research Career

Premier Research is a contract research organization that supports highly innovative biotech and specialty pharma companies in transforming ideas into reality. We help amazing science become life-changing therapies for those in critical need.

Find a purpose as a part of our team

Whether you're transitioning from the military, a veteran, or a military spouse searching for a new role, you can find a purpose as part of the Premier Research team. When our team does their best work, the world becomes a healthier place. And we believe that our colleagues do their best work when they are inspired and nurtured. We thrive by bringing together a diverse team committed to promoting respect, cooperation, and flexibility.

We recognize the invaluable skills and adaptability that a military background can provide. Our Boots to Biotech program is designed to support you in reaching your full potential as you transition into a new career.

Are you ready to join us?

Current openings

- Manager, Inside Sales United States (Remote)
- Finance Business Partner- United States (Remote)
- Customer Data Integration Specialist
 United States
 (Remote)

Service Auto Glass is hiring!

Auto Glass Technician

Our company is seeking an Auto Glass Technician to become a key member of our team. Monday through Friday 8:00am to 5:00pm - closed on weekends.

Job Requirements:

2+ years of experience preferred. Commercial/Residential Glazier experience is a plus.

All candidates must pass initial background check and drug test. Valid Driver's License, and a clean DMV record required.

Candidates must be physically capable of performing work, in good health, with the ability to lift up to 50-100lbs unassisted, and work with equipment required for glass installation.

Work is performed both in shop and at multiple job site locations throughout the El Paso County Colorado area.

Pay and Benefits:

Wage is dependent upon experience and skill level.

Health, Dental and Vision benefits available upon completion of initial employee probationary period.

Related keywords: automotive technician, automotive, glass installer, auto glass tech

Job Type: Full-time

Pay: \$16.00 - \$22.00 per hour

To Apply, send resumes to:

Kaye Mitchell Certify to Success 707 Yucca Drive Colorado Springs, CO 80905

Office: 719-575-9481 Cell: 719-651-3029

info@certifytosuccess.com



Maintenance Technician

The Maintenance Technician is responsible for assisting with general maintenance and repair of residential homes within Fort Carson, Colorado. As a Maintenance Technician, you will assist in making residential homes move-in ready. One day, you could be patching and painting walls. The next, you might update kitchen fixtures. Every day, you'll be creating the best possible experience within our residential communities.

A successful candidate will have the following competencies:

- Possess competent knowledge of the use and care of tools and equipment used in residential maintenance
- Basic knowledge of:
 - General repairs/maintenance work
 - Basic appliance and HVAC repair (replacing fixtures, installing parts)
 - Plumbing and electrical
- Positive Attitude
- Initiative
- Flexibility
- Multi-Tasking
- Sense of Urgency

MUST HAVE: High School Diploma or GED equivalent and 1+ years of related experience in a residential property setting

PAY: The Maintenance Technician pay range is \$20.00 - \$22.00 per hour. Actual pay depends on education, experience, and performance.

TO APPLY: Text carsontech to 630-526-7174 or scan QR Code





ABOUT SEVAN MULTI-SITE SOLUTIONS

Sevan Multi-Site Solutions provides construction services, program management, site assessments, and design for multi-site and government projects world-wide. We work with leading brands like McDonald's, Walgreens, Starbucks, 7-Eleven, and Chipotle to name a few. We provide the talent, technology, and trusted expertise needed to consistently deliver excellence in multi-site construction and program management. Sevan is an INC. 5000 Fastest-Growing Company.

Sevan Multi-Site Solutions, Inc. is proud to be an equal opportunity employer committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, genetics, disability, pregnancy, veteran status or any other basis protected by law.



ME ARE HIRIGANICAL

US Air Force Academy

EVENTS STAFF - PART TIME

\$12.56 - \$17.16/hr

(dependent upon position assigned per event)

- Traffic and Parking Personnel
- Usher
- Entry/Security Screening Personnel
- Press Box Personnel
- Access Control and Usher Personnel





<u>CLICK</u> on the QR Code to apply or visit:

https://www.thtbc.com/jobs

CONTACT THE RECRUITING TEAM
TODAY!
571-449-3266 |
RECRUITING @ THTBC. COM



Waiter

Closes: 6/13/2022

Library Technician

Closes: 6/13/2022

Industrial Security Specialist

Closes: 6/13/2022

Recreation Assistant

Closes: 6/14/2022

Intelligence Specialist

Closes: 6/14/2022

Transition Services Specialist

Closes: 6/14/2022

Budget Analyst

Closes: 6/14/2022

Cook

Closes: 6/15/2022

Supervisory Child & Youth Specialist

Closes: 6/15/2022

Assistant Aquatics Manager

Closes: 6/16/2022

Administrative Officer

Closes: 6/16/2022

Contract Specialist

Closes: 6/17/2022

IT Specialist (INFOSEC)

Closes: 6/20/2022

Meatcutter

Closes: 6/20/2022

Police Officer

Closes: 6/21/2022

Laborer

Closes: 6/22/2022

Heavy Mobile Equipment Repairer

Closes: 6/22/2022

Click on the job title to access the announcement

Additional Fort Carson/Colorado Springs area positions:
USAJOBS Ft. Carson



Now Hiring Drivers in Denver, CO!

Job# 22008916 & 22008896 Location: Denver, CO

Role Highlights:

Waste Management Drivers operate heavy-duty trucks and are responsible for the collection of waste or recyclable material. Drivers will transport the material to a disposal, transfer or recycle facility when trucks reach legal load capacity. Drivers safely maneuver vehicles and navigate high traffic and congested roadways, driveways, alleyways, and lots.

Search: Drivers in Denver, CO on our website at: wm.com/careers

Why Join WM?

Our crews are the best. Highly trained, safety focused, with career opportunities and stability. We invest in you by providing industry-leading benefits- 100% free education for employees and dependents, health coverage, lucrative 401k, stock purchase plan, and more.

Join us, and together, we'll work proud for our communities.

Ready to start your tomorrow, today?



Equal Opportunity Employer: Minority/Female/Disability/Veteran