

The Portland Observer

JOB FINDER

CLASSIFIED ADS

CITY OF PORTLAND CHIEF PLANNER

Comprehensive Planning
Annual salary \$36,146 at entry. Will be responsible for directing the development and implementation of a comprehensive land use plan for the City of Portland. Will develop work program and direct and supervise subordinate staff. Women and minorities urged to apply.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
The application period for this examination may be closed at any time after July 22, 1977 without further notice.

An Equal Opportunity Employer

CITY OF PORTLAND Engineer II: Mechanical

\$1,586 approximate starting rate. Mechanical engineering work at intermediate professional level; responsible for applying technical skills in mechanical engineering to mechanical aspects of the construction of sewage treatment plants and similar structures; shop drawings and vendor equipment; inspects mechanical aspects of public work projects; verifies contractor compliance with project specifications; keeps related records and makes calculations for progress payments and final contract payment. Applicants must have knowledge and skills listed on the Supplemental Application Form available from this office. Women and minorities urged to apply.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
Before July 18, 1977.

An Equal Opportunity Employer

ASSISTANT PLANNER

The Port of Portland has an immediate opening for an Assistant Planner. Starting salary \$12,500. Requires demonstrated ability to develop maps, plans, illustrative graphics and working drawings for planning reports and studies. Experience and/or education in urban design or landscape architecture preferred. A background in urban planning or architecture will also be considered. Send resume plus two recent work samples to Personnel Office, Port of Portland, P.O. Box 3529, Portland, Ore. 97206.

An Equal Opportunity Employer

LAND USE PLANNER

The Port of Portland has an immediate opening for an Associate Planner in Land Use. Starting salary \$15,100. Requires progressively responsible experience in site and land use planning. Also requires experience equivalent to a degree in planning with exposure to urban design or landscape architecture. Skill in communication; ability to work under pressure and deadlines. If qualified, send resume to Personnel Office, Port of Portland, P.O. Box 3529, Portland, Oregon 97206.

An Equal Opportunity Employer

CITY OF PORTLAND LOSS CONTROL REPRESENTATIVE

Approximate monthly rate: \$1,538 starting. Performs studies, investigations and field work to assist the Loss Control Officer in identifying, controlling, and minimizing the City's exposure to industrial accidents, fire damage, fleet liability, personal injury liability and related losses. Involves considerable contact with City employees and supervisors in explaining and obtaining compliance with safety requirements, instructing safety classes, and assisting in the implementation of loss control programs. Women and minorities urged to apply.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, Oregon 97201
No later than Wednesday, July 27, 1977.

An Equal Opportunity Employer

CITY OF PORTLAND ACCOUNTING ASSISTANT

Approximate monthly salary \$742 starting rate. Will maintain subsidiary budgetary and accounting records according to established account classifications; Applicants should have knowledge and skills related to bookkeeping, accounting and preferably an understanding of obligations and contracts. Should be able to apply knowledge in the areas of posting, analyzing and reconciling accounting transactions. Women and minorities urged to apply.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
No later than Wednesday, July 27, 1977.

An Equal Opportunity Employer

TRANSPORTATION PLANNER

The Port of Portland has an immediate opening for an Associate Planner in Transportation. The starting salary is \$15,100. Requires progressively responsible experience in transportation planning and project implementation. Also requires experience equivalent to a degree in planning, with exposure to transportation. Good communication skills; ability to work under pressure and deadlines. If qualified send resume to Personnel Dept., Port of Portland, PO Box 3529, Portland, Oregon 97206.

An Equal Opportunity Employer

LIBRARY ASSISTANT

The Port of Portland has an immediate opening for a Library Assistant. Salary will range between \$7,400 and \$10,700. Duties include classifying and shelving resource materials, and ordering requested books and periodicals. Requires education or experience in library cataloging and classification, reference materials, book selection and library operation. Also requires good organizational ability. If interested and qualified, call Sandy Henderson, Port of Portland, Personnel Office, 233-8331, Ext. 318.

An Equal Opportunity Employer

CITY OF PORTLAND PUBLIC EDUCATION OFFICER

[Fire Bureau]
\$1,295 per month at entry, to \$1,494 after three years. Works in the Fire Bureau under an Assistant Chief, developing, maintaining a public education program on fire prevention and safety. Work involves determining curriculum needs of children at various grade levels as well as business and community groups; developing lesson plans; conducting training sessions for Bureau speaker and monitoring speaker presentations for effectiveness. Must also set up program evaluation methods which includes use of statistical techniques.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, Oregon 97201
Before July 25, 1977.

An Equal Opportunity Employer

CITY OF PORTLAND CONCRETE FINISHERS

We need 3 concrete finishers skilled in all standard methods used in the concrete finishing trade. Salary \$17,500 plus wide range of benefits, including pension, full paid health and dental insurance for employee and family, promotional opportunities. Apply for the evening examination before 5:00 p.m. July 22, 1977. Women and minorities urged to apply.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, Oregon 97201
248-4352

An Equal Opportunity Employer

CITY OF PORTLAND SYSTEM MANAGER

\$1,563 to \$1,820 monthly salary. Person will be responsible for supervising the operation of a large data processing system in areas such as financial management, emergency communications, or public safety. Women and minorities urged to apply.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
Before Friday, July 29, 1977.

An Equal Opportunity Employer

CITY OF PORTLAND Programmer Analyst II

\$1,345 to \$1,563 monthly salary. Person will function as Project Leader in analysis and design of data base systems. Will supervise lower-level programmer analysts. Women and minorities urged to apply.

APPLY:
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
Before Friday, July 29, 1977.

An Equal Opportunity Employer

INSURANCE Group Claim Processor

6 mo. to 2 yrs. experience in the examination of group health claims in new downtown office. Call Mrs. Plank at 228-7265 for an appointment.

The Bankers Life
421 S.W. 6th, Rm. 800

An Equal Opportunity Employer

EDUCATION SPECIALIST

Urban Services Department. Salary: \$650 per month.

QUALIFICATIONS: Must meet CETA guidelines. Bachelor's degree in education and at least one year teaching experience or equivalent work with youth in education programs. Current Oregon chauffeur's license or ability to obtain one; Current Red Cross first aid certification or ability to obtain one.

JOB SEGMENTS: To work with 80 youth a month in an educational context; To coordinate special classes for Franklin High School students; To utilize program activities as tools for learning basic skills; To recruit volunteer tutors to work on individual skills; To share in the supervision of program Center and maintain necessary records of attendance; Carry on duties in such a way that safety of participants and staff is assured.

Submit resume by July 22, 1977 to:

Christine Butcher
YMCA of Columbia-
Willamette
2631 S.W. Barbur Blvd.
Portland, Oregon 97201

The YMCA is an Equal Opportunity Employer

LATCH KEY PROGRAM DRAMA AND MUSIC SPECIALIST

Urban Services Department. Salary: \$750 per month.

QUALIFICATIONS: Must meet CETA guidelines. Bachelor's degree in drama, music, education, or related field. Equivalent experience related to child care may be substituted. Must have proof of a negative reaction to a tuberculosis skin test.

JOB SEGMENTS: To develop a drama and music program which will meet the needs and interests of younger children (5-8 yrs.) and older children (9-14 yrs.) To provide monthly workshops in drama and music for Latch Key staff in order to implement the program. To develop a year-long based curriculum manual of drama and music to be used by Latch Key Centers. To organize a children's summer theater program for Latch Key children to be presented to the public. To assist the YMCA staff in delivering a responsible and safe program to the children in care. To work directly with children in order to test the drama and music program and demonstrate teaching techniques. To assume other duties as directed by supervisor.

Submit resume by July 22, 1977 to:

Christine Butcher
YMCA of the Columbia-
Willamette
2631 S.W. Barbur Blvd.
Portland, Oregon 97201

The YMCA is an Equal Opportunity Employer

CONSTRUCTION INSPECTORS

The Port of Portland has openings for inspectors with extensive experience in mechanical, electrical and marine-oriented types of construction projects. These are temporary positions of limited duration. Salary is hourly wage, commensurate with experience. If qualified, send resume to Personnel Office, Port of Portland, P.O. Box 3529, Portland, Ore. 97206.

An Equal Opportunity Employer

CITY OF PORTLAND Programmer Analyst I

Starting salary \$11,194-\$1,387 per month. Full performance work in systems analysis and design; development, coding and implementation of computer programs for all data base management systems. Women and minorities urged to apply.

APPLY:
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
Before Friday, July 29, 1977.

An Equal Opportunity Employer

LATCH KEY PROGRAM ART SPECIALIST

Urban Services Department. Salary: \$750 per month.

QUALIFICATIONS: Must meet CETA guidelines. Bachelor's degree in art education or related field; equivalent experience related to child care may be substituted. Must have proof of a negative reaction to a tuberculosis skin test. Job Segments: To develop an art education program which will meet the needs and interests of younger children (5-8 yrs.) and older children (9-14 yrs.); To provide monthly workshops in art education and crafts in order to implement the art program; To develop a year-long based curriculum of art activities to be used by Latch Key Centers; To develop a children's art project in a specialized media for the public view; To assist the YMCA staff in delivering a responsible and safe program to the children in care; To work directly with children in order to test the art program and demonstrate teaching techniques; Assume other duties as directed by supervisor.

Submit resume by July 22, 1977 to:

Christine Butcher
YMCA of Columbia-
Willamette
2631 S.W. Barbur Blvd.
Portland, Oregon 97201.

The YMCA is an Equal Opportunity Employer

LATCH KEY CHILD BEHAVIOR MANAGEMENT SPECIALIST

Urban Services Department. Salary \$750 per month.

QUALIFICATIONS: Must meet CETA guidelines. Bachelor's degree in psychology, child development, education, or related field. Equivalent experience related to child care may be substituted. Must have proof of a negative reaction to a tuberculosis skin test.

JOB SEGMENTS: To provide direct training in the area of child behavior management to Latch Key staff and participants. To provide monthly workshops in child behavior management for Latch Key staff, with emphasis on the areas of contingency management, developmental theories, and practical application. To provide on-the-job training and supervision of Latch Key staff in the use of behavior theories. To prepare a manual of child behavior techniques. Assemble a resource library. To develop a behavioral checklist for in-center use. Assist staff in problem-solving with parents and children. Assist the YMCA staff in delivering a responsible and safe program to the children in care. To work directly with children in order to test the behavior management program and demonstrate various techniques. Assume other duties as directed by supervisor.

Submit resume by July 22, 1977 to:

Christine Butcher
YMCA of Columbia-
Willamette
2631 S.W. Barbur Blvd.
Portland, Oregon 97201

The YMCA is an Equal Opportunity Employer

Plant Maintenance Technician 2

Unified Sewerage Agency. \$1096 per month with periodic step increases. 5 years experience in the operation or maintenance of sewage treatment plants or related work or 3 years experience as a journeyman maintenance mechanic and HS grad. or any equivalent combination of experience and training. Must have a valid Oregon drivers license. Last filing date: 7-27-77. Apply Washington County Civil Service, 150 N. First Avenue Hillsboro, Oregon 97123. An Affirmative Action and Equal Opportunity Employer. Women and members of minorities urged to apply.

LATCH KEY PROGRAM SCIENCE SPECIALIST

Urban Services Department. Salary \$750 per month.

QUALIFICATIONS: Must meet CETA guidelines. Bachelor's degree in education, sciences, or related fields. Equivalent experience related to child care may be substituted. Must have proof of a negative reaction to a tuberculosis skin test. **JOB SEGMENTS:** To develop a science and environment program which will meet the needs and interests of younger children (5-8 yrs.) and older children (9-14 yrs.). To provide monthly workshops in science and environment for Latch Key staff in order to implement the program. To develop a year-long based curriculum manual of science and environment to be used by Latch Key Centers. To organize an environmental study of a specific area and related project such as recycling; develop a local park, etc. To assist the YMCA staff in delivering a responsible and safe program to the children in care. To work directly with children in order to test the science program and demonstrate teaching techniques. To assume other duties as directed by supervisor.

Submit resume by July 22, 1977 to:

Christine Butcher
YMCA of Columbia-
Willamette
2631 S.W. Barbur Blvd.
Portland, Oregon 97201.

The YMCA is an Equal Opportunity Employer

LATCH KEY PROGRAM PHYSICAL EDUCATION SPECIALIST

Urban Services Department. Salary \$750 per month.

QUALIFICATIONS: Must meet CETA guidelines. Bachelor's degree in physical education or related field. Equivalent experience related to child care may be substituted. Must have proof of a negative reaction to a tuberculosis skin test.

JOB SEGMENTS: To develop a physical education program which will meet the needs and interests of younger children (5-8 yrs.) and older children (9-14 yrs.). To provide monthly workshops in physical education and motor development for Latch Key staff in order to implement the physical education program. To develop a one year-long based curriculum manual of physical education activities to be used by Latch Key Centers. To organize a developmental checklist of motor skills to be used by Latch Key staff in child evaluations. To assist the YMCA staff in delivering a responsible and safe program to the children in care. To work directly with children in order to test the physical education program and demonstrate teaching techniques. Assume other duties as directed by supervisor.

Submit resume by July 22, 1977 to:

Christine Butcher
YMCA of Columbia-
Willamette
2631 S.W. Barbur Blvd.
Portland, Oregon 97201

The YMCA is an Equal Opportunity Employer

MULTNOMAH COUNTY

CORRECTIONS COUNSELOR I - \$1064 per month. Provides counseling and referral services, conducts investigations, and recommends treatment for adults referred to the Corrections Division. To qualify: applicants must have 1 year of casework experience or 1 year of course work in psychology, sociology, or counseling.

PERSONAL PROPERTY TAX COLLECTOR - \$920 per month. Collects taxes on personal property. To qualify: applicants must have 1 year of experience collecting delinquent accounts or 18 months experience in the Tax Collection Section of the Division of Assessment and Taxation and a valid drivers license.

RECORDS MANAGER--PUBLIC SAFETY - \$1390 per month. Supervises the operations of the records unit in the Division of Public Safety. To qualify: applicants must have 1 year of experience as a records manager or 4 years of responsible clerical experience which included records management and supervision.

APPLY
Multnomah County
Personnel
426 S.W. Stark St. 7th Floor
Portland, Oregon 97204

An Equal Opportunity Employer

SURVEY TECHNICIAN

The Port of Portland has an immediate opening for Survey Technician to provide a variety of basic technical tasks required in providing field information for preliminary plans, property surveys and construction surveys. Must have working knowledge of surveying practices, procedures and survey equipment. Must be able to use geometry and trigonometry for mathematical computations required in surveying. Salary range \$10,200-\$12,500. If qualified, contact Esther Wilson 233-8331, Ext. 262.

An Equal Opportunity Employer

CITY OF PORTLAND Personnel Analyst I

\$1,277 approximate monthly starting rate. Personnel Analyst at this level are responsible for performing basic work of a professional and technical nature involving a combination of recruitment, examination and classification. The analyst will receive training and assistance and will be given increasingly more difficult and responsible assignments as experience is gained on the job. Women and minorities urged to apply.

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Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
No later than July 29, 1977.

An Equal Opportunity Employer

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YMCA of Columbia-
Willamette
2631 S.W. Barbur Blvd.
Portland, Oregon 97201

The YMCA is an Equal Opportunity Employer

Schematic Draftsperson

You will be working from engineers' original schematics and verbal instructions to create rough draft diagram packages of complex circuits for sophisticated test and measurement equipment.

This position requires adequate electronics training and circuit theory knowledge to apply to layout of complicated engineering schematics with attention to function and signal flow of analog and digital circuits. 1-3 years' experience as a schematic draftsman.

Benefits include educational support, insurance and profit sharing programs. For immediate consideration, send resume and salary history to: Sandra Lowe, TEKTRONIX, INC., P.O. Box 500, P-20, Beaverton, OR 97007.

An Equal Opportunity Employer M/F/H/C



Tektronix Opportunities

Food Service Attendant

On call, temporary cafeteria work available both day and evening shift. Prior experience in food preparation and serving helpful. These jobs can lead to permanent positions.

Key Punch Operators

We have immediate permanent openings for moving shift Key Punch Operators. Formal keypunch schooling or equivalent work experience required. Familiarity with IBM card punch or Intorex key to disc desirable.

Part Time Assembler

Part Time positions available for electronic assembly work. Good vision and the ability to do detailed work required. Training will be provided.

Clerk Typist

Will perform diversified clerical, statistical, skilled duties. Average typing ability required.

Secretary

Will perform advanced secretarial, stenographic and clerical duties. Two years secretarial training or experience required. Above average typing ability, and shorthand or transcription skills necessary.

Benefits include liberal insurance and retirement programs, educational support and profit sharing plan.

Apply at Tektronix Industrial Park or write to TEKTRONIX, INC., P.O. Box 500, P. Beaverton, OR 97007.

An equal opportunity employer employer m/f

CITY OF PORTLAND Programmer I

\$1,096 to \$1,194 starting salary per month. Person will be responsible for developing, coding, testing, and implementing computer program. Must have knowledge and skill in programming techniques and computer languages. Women and minorities urged to apply.

APPLY:
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR 97201
Before Friday, July 29, 1977.

An Equal Opportunity Employer

EXECUTIVE DIRECTOR

The Portland Metropolitan Steering Committee-EOA (INC.), a multi-million dollar social service agency, is seeking an Executive Director. Responsible to the Grantee Board of Directors for hiring and directing staff and coordination of the activities in areas of planning, programming, budgeting, public relations and community involvement. Qualifications include minimum BA/BS in public or social service administration and minimum three years experience in administration; understanding and knowledge in federal compliance and fund utilization; grant/contract preparation essential; working knowledge of federal guidelines and regulations.

Applications should be forwarded on or before August 15, 1977 to 220 N.E. Russell, Portland, Oregon 97212. Telephone: 503-268-8391. Salary negotiable.

An Equal Opportunity Employer

Northwest Minority Contractors Association

CONTRACTORS • SUBCONTRACTORS

10 N. E. Graham 281-0015