

Portland Observer JOB FINDER

Tektronix Opportunities

Food Service Attendant

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

Keypunch Operators

We have immediate permanent openings for swing shift Keypunch Operators. Formal keypunch schooling or equivalent work experience required. Familiarity with 129 IBM card punch or Inforex 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 97077.

An equal opportunity employer m/f.

Tektronix

PROPOSAL WRITING TRAINEE

Non-profit agency needs person who has experience in proposal writing to train child care providers and directors how to write proposals and grants thru a series of participatory small group workshops. Must be resident of City of Portland and CETA Title IV eligible. \$833 per month. Apply directly: 4-C, 1110 S.E. Alder by October 31.

An Equal Opportunity Employer

WANTED
Health Clinic needs Receptionist/ Secretary, day hours, basic secretarial skills, 288-5995.

SECURITY OFFICER

Must be at least 21, physically able to patrol interiors and exterior of hotel, responding to all incidents regarding security, safety, fire and emergency, investigate and write reports. Must have demonstrative ability to work well with the public. Verified references required. Experience in armed services, security, or police-related work given preference. 40 hour week, 7 pm-3 am. Apply Personnel Dept., 2-4 pm, Sheraton-Portland Hotel, 1000 N.E. Multnomah.

An Equal Opportunity Employer

EDUCATION SPECIALIST

\$1,272 per month. Temporary position 12/78-6/79, possible permanent. Responsible for instruction and operation in Alternative GED/Life Skills Program with disadvantaged youth. Duties include instruction, assessment, program operation, BA in education, 3 years teaching and experience in remedial readings. Must be available for personal interview. Need not be CETA eligible. REFER TO JOB #EY-29. Resumes to: Mult-Wash CETA Consortium, 806 S.W. Broadway, Suite 325, Portland, OR, 97205. Closes November 1, 1978 at 5 p.m.

An Equal Opportunity Employer

PERSONNEL DIRECTOR

\$23,835-\$31,370. Minimum of 5 years experience in public administration that includes 2 years of supervisory experience, working knowledge of employment laws, classification and pay administration, direct experience in labor contract negotiations and in organizational development and operations analysis. College degree in related field desired. Send resume to the City of Salem, Personnel Department, 555 Liberty SE, Salem, Oregon 97301 by October 30, 1978.

RESTAURANT CHURCH'S FRIED CHICKEN

Franchise for Portland seeks **MANAGER CANDIDATES**. Incentive compensation, Medical Insurance, Comprehensive Training. **Career Opportunity** Call Mr. Fischer, 227-6557. An Equal Opportunity Employer

LABOR REPRESENTATIVE
Negotiating, organizing, grievance/arbitration, lobbying. Send resume to: OFT, P.O. Box 10351, Portland, 97210.

An Equal Opportunity Employer

CITY OF PORTLAND DRAFTING SPECIALIST

\$1,395 approx. mo. Performs drafting and related layout and computational work in a City engineering bureau; plots and drafts plans, profiles and cross-sections; reduces survey notes; computes grades, cuts, fills; calculates earthwork and summarizes project costs; some positions may involve structural detailing, equipment layout, or electric circuitry plans. To qualify: candidate must meet knowledge and skill requirements listed on a Supplemental Application available at:

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

OPEN CONTINUOUS

An Equal Opportunity Employer

CITY OF PORTLAND MANAGEMENT INFORMATION SYSTEM ANALYSIS

\$1,024 approximate monthly starting salary. This is an entry-level position involving system analysis. The position involves the collection, completion, monitoring and evaluation of a non-computerized Management Information System in the Bureau of Human Resources. The employee will be responsible for identifying program malfunctions and system deficiencies and prepare reports with recommended corrective action. Applicants must have all of the knowledge and skills identified on the supplemental application form. Apply to the: Portland Civil Service Board, 510 S.E. Montgomery, Portland, Oregon 97201.

An Equal Opportunity Employer

RN'S
Full-time ICU/CCU Surg. Exp. pm's nights. Nursery full-time pm's.

METHODIST HOSPITAL
7500 Timberlake Way
Sacramento, Calif. 95823
(916) 391-7440

1976 Subaru 4x4, roof racks, very good condition, \$3700. Call 288-1907.

BANK

PROOF MACHINE OPERATORS

10-Key Adding Machine Skills Preferred. Will Train On Proof Machines. Free Parking, Employee Cafeteria. Excellent Benefit Program.

SCHEDULES: Part-time — 3:30 pm to finish, 3-5 nights per week Mon-Fri.

SALARY: Part-time trainees — \$3.15 hr plus 7 1/2 % for night differential.

Apply Personnel Dept. 10-2:30 pm
**U.S. NATIONAL BANK
OF OREGON**
U.S. BANK PLAZA-555 SW OAK

An Equal Opportunity Employer M/F

Employment Opportunities

Multnomah County

INSTITUTIONAL SERVICES MANAGER (Corrections Program Manager II)

\$2,018 per month minimum. Responsible for all security and program operations for four custody facilities housing 550 to 600 male inmates and 40 to 60 female inmates and employing in excess of 160 persons in security, counseling and support services positions, with an annual budget of 4.5 million dollars. This position requires thorough knowledge of management and correctional principles and practices and extensive experience in program planning and analysis, financial administration, personnel management, and a broad understanding of the laws, policies, and regulations applicable to the administration of detention programs. Qualified applicants will be contacted for personal interview.

COMMUNITY SERVICES MANAGER (Program Manager II)

\$1,950 per month minimum. Responsible for felony and misdemeanor probation field services, court support services, alternative programs, central intake and referral programs. This section employs over 150 persons in counseling, programming, and support services positions, with an annual budget of 3.4 million dollars. This position requires thorough knowledge of management and correctional principles and practices and extensive experience in program planning and analysis, financial administration, personnel management, and a broad understanding of the laws, policies, and regulations applicable to the administration of corrections alternative programs.

APPLY: for the above positions before Friday, November 10, 1978. WHERE TO APPLY: Multnomah County Personnel Office, 426 SW Stark, 7th floor, Portland, Oregon 97204 (503) 248-5015.

An Equal Opportunity Employer
Iguladad de Oportunidad en Empleo

T.H.E. C.R.I.B.
N.E. pre-school child care coop offering 24 hour, 7 days/week care for children all ages. Call 284-2692 or 281-8197.

PUBLIC UTILS. SPEC.
Portland, OR, \$15,920 to \$23,087 per annum. 5/6 yrs. exp. and educ. req'd. Experience in Public Utils. req'd. For info call US Civil Service Job Info Cntr, Portland, OR, 221-3141. Outside Portland, call toll free 800-452-4910.

Equal Opportunity Employer

CITY OF PORTLAND RECREATION SUPERVISOR

\$1,603 mo. to start. Responsible for conducting a major city-wide recreation program or directing a group of community centers in a designated area of the city. Minimum requirements include: knowledge of recreation theory, skill in long-range recreation planning, skill in interpersonal communication and public speaking, knowledge of modern management practices and personnel procedures, and skill in developing work programs to achieve management objectives. Application packets are available at:

Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

And must be returned no later than November 3, 1978.

An Equal Opportunity Employer

CONSTRUCTION EQUIPMENT OPERATOR III

CITY OF PORTLAND
Must be thoroughly skilled in the operation of a large, track-mounted, hydraulic power shovel with one-half yard or larger bucket. Must be able to make field repairs and do own maintenance. Will also be required to operate other automotive and construction equipment. All work is in the Portland area. Salary starts at \$1,427 per month, increases to \$1,491 after six months and \$1,589 in one year. Vacations, retirement plan, paid health, dental and life insurance, plus many other benefits.

APPLY
Portland Civil Service Board
510 S.W. Montgomery St.
Portland, OR. 97201

OPEN CONTINUOUS

An Equal Opportunity Employer

CUSTODIAN WORKER

Applications will be accepted October 25 thru October 27 for future vacancies at Fairview Hospital and Training Center. Shift and days off vary. Previous experience will be given preference but not necessary. Must be 18 years of age. An Equal Opportunity Employer. Apply Fairview Hospital, 2250 Strong Rd. S.E., Salem. Call 378-5369.

SECRETARY/CLERK

One full-time and 1 half-time position. Accurate typing of reports and correspondence; filing; light accounting. One year experience in office or related clerical work. Oregon Regional Primate Research Center, 505 N.W. 185th, Beaverton, OR., 645-1141.

An Affirmative Action/
Equal Opportunity Employer

Invitation to Bid

INVITATION TO BID

The City of Portland encourages bidding by Minority and small business enterprises and will assist you in understanding and participating in the City's bid process.

For information on the formal bids listed below or City purchasing in general contact the Purchasing and Stores Division, Room 113, City Hall, 1220 SW 5th Avenue, Portland, Oregon 97204 or phone 248-4001.

Formal Bid Projects presently advertised:

BID NO.	DESCRIPTION	BID OPENING DATE
40	Furnishing Turbines & Generators for the Bull Run Hydro Electric Project	12/12/78
43	N.W. Front Ave. Street Improvements & Storm Sewer System	11/2/78
46	Furnishing Metal Halide Floodlights & Lamps	10/31/78
47	Furnishing (1) 36" Butterfly Valve	10/31/78

INVITATION TO BID

Sealed Proposals for the construction of Bend Sewage Collection System, Contract No. 11, Subsystems D1, D2, and D3 addressed to the Recorder-Treasurer, City of Bend, Oregon, will be received at the office of the Recorder-Treasurer, City Hall, Bend, Oregon, until 10:30 a.m., local time, on the 14th day of November, 1978, and then will be publicly opened and read in the City Commission Room, 710 Wall Street, Bend, Oregon.

The work contemplated consists of construction of Schedule A (Subsystem D1) and Schedule B (Subsystems D2 and D3), as follows:

SCHEDULE A — PART 1 — SEWERS

Approximately 28,350 linear feet of 6-inch through 27-inch gravity sewer; complete with manholes, surface restoration, and related appurtenances.

SCHEDULE A — PART 2 — SERVICE CONNECTIONS

Approximately 9,000 linear feet of 4-inch and 6-inch service connection pipe, with surface restoration and other appurtenances.

SCHEDULE B — PART 1 — SEWERS

Approximately 42,750 linear feet of 6-inch through 27-inch gravity sewer; complete with manholes, surface restoration, and related appurtenances.

SCHEDULE B — PART 2 — SERVICE CONNECTIONS

Approximately 13,500 linear feet of 4-inch and 6-inch service connection pipe, with surface restoration and other appurtenances.

Plans and specifications may be examined in the office of the Engineers, Bend Engineering Consultants, 61360-S South Highway 97, Bend, Oregon. A copy of the Documents may be obtained at the Engineer's office upon payment of \$30 for each Document. No return of Documents is required and no refunds will be made.

Before a Contract will be awarded for the work contemplated herein, the Owner will conduct such investigation as is necessary to determine the performance record and ability of the apparent low Bidder to perform the size and type of work specified under this Contract. Upon request, the Bidder shall submit such information as deemed necessary by the Owner to evaluate the Bidder's qualifications.

Each Proposal must be submitted on the prescribed form and accompanied by a certified check or bid bond executed on the prescribed form, payable to the City of Bend, Oregon, in an amount not less than 10 percent of the amount bid.

The successful Bidder will be required to furnish the necessary additional bond(s) for the faithful performance of the Contract, as prescribed in the Contract Documents.

Bidders on this project will be required to comply with the provisions of the President's Executive Order No. 11246 and requirements issued thereunder. The requirements for Bidders and Contractors under this Order are specified in the Contract Documents.

The Bidder's attention is directed to the provisions of these Documents that relate to the utilization of minority business enterprises during the performance period of the Contract. The Environmental Protection Agency Region X has adopted the following goals for this Contract:

Ten to fifteen percent of construction work (on a dollar basis) shall be performed by minority subcontractors.

Ten to fifteen percent of construction supplies and materials shall be procured from minority-owned suppliers.

Prior to award of a contract, EPA will review the proposals with respect to the Bidder's degree of compliance with the above goals; a low bidder who has not achieved these goals must demonstrate to the satisfaction of the Director, Office of Civil Rights and Urban Affairs, EPA Region X, that the goals are not attainable on the Contract work.

The attention of Bidders is directed to the federal and state government requirements and conditions of employment to be observed and minimum wage rates to be paid under the Contract.

Any Contract awarded under this INVITATION TO BID is expected to be funded in part by a grant from the United States Environmental Protection Agency. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this INVITATION TO BID or any resulting Contract.

Before a Contract will be awarded, compliance with all EPA requirements specified in the Contract Documents will be subject to EPA review and approval.

For information concerning the proposed work, or for an appointment to visit the site of the proposed work, contact Bend Engineering Consultants, telephone 503-382-4114.

A pre-bid conference for representatives, Bidders, and potential Bidders will be held prior to the date of bid opening. Information on the date, time, and place for the pre-bid conference will be sent by certified mail to all known holders of Bidding Documents.

The Owner reserves the right to reject all Proposals or any Proposal not conforming to the intent and purpose of the Contract Documents, and to postpone the award of the Contract for a period of time which, however, shall not extend beyond 45 days from the bid opening date.

Dated this 14th day of October, 1978.

CITY OF BEND, OREGON

By: James W. Kerfoot
Recorder-Treasurer

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NEW PLASMA DONORS NEEDED!

Plasma is vitally needed by burn victims, hemophiliacs, etc. Housewives, students & others needing part-time income can now earn up to \$75 per month in cash while helping others.

**Regular Fees:
\$7 Per Donation Plus Bonus Programs**

New donors with this coupon will receive an extra \$5 bonus on their first donation.

Alpha

THERAPEUTIC CORPORATION

FOR MORE INFORMATION, CALL 223-4199

427 S.W. 11th Ave.
Open Weekdays
6:30 am - 3:00 pm
224-1227

2705 S.E. Ankeny St.
Open Weekdays
& Saturdays
7:30 am - 3:30 pm
231-1950

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PO-1