

Portland Observer JOB FINDER

PBX Operators

Tektronix has an immediate opening for a temporary, on-call PBX operator. One year recent cord board experience is required. Apply in person, Monday through Wednesday, 8:30 a.m. until noon or 1:00 to 4:00 p.m., or if unable to apply in person, call 644-0161, ext. 7341. Gloria Walters, Employment Office, Tektronix, Inc., 3655 S.W. Cedar Hills Blvd., Beaverton, Oregon 97007. An Equal Opportunity Employer m/f/h.



CITY OF PORTLAND POLICE RECORDS CLERK I

\$4.12 approx. hr.
Police Record Clerk I's perform general clerical tasks related to processing and maintenance of information on crimes, incidents and arrests. Type from rough drafts, operate teletype and computer terminals, index reports, operate copy machines, maintain complex records and files. Applicants must be able to pass a qualifying typing test; be available for work on days, evenings, nights, weekends and holidays; and possess a valid State driver's license by date of employment.

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

OPEN CONTINUOUS

An Equal Opportunity Employer

NOTIFICATION OF FUND AVAILABILITY NO. WA16-0036

The Department of Housing and Urban Development will accept Preliminary Proposals for the substantial rehabilitation of existing housing units under the Section 8 Housing Assistance Payments Program, to be located in the City of Vancouver.

Proposals may be submitted by private owners or Public Housing Agency (PHA) Owners for direct contracting with HUD, or by PHAs on behalf of Owners with whom the PHA proposes to contract pursuant to an Annual Contributions Contract with HUD.

Contract authority in the amount of \$153,000 is being made available to provide assistance for an estimated 40 units for the elderly and handicapped.

Proposals must be received by 4:00 pm on March 29, 1979. This deadline may be shortened or extended by HUD. In such case, HUD will notify all parties who have previously registered with the field office requesting such notification.

Submission deadlines shall not apply to Proposals for projects in which the number of assisted units will be limited to 20 percent or less of the dwelling units. However, such proposals received after the deadline will be reviewed only if sufficient contract authority remains from this Notification to fund the proposal.

Appropriate instructions, forms and other program information are contained in a Rehabilitation Program Packet which may be obtained from the Portland Area Office, 620 S.W. 6th Avenue, Portland, OR. 97204.

CITY OF PORTLAND OFFSET DUPLICATOR OPERATOR II

\$1,142 approx. mo.
Skilled offset duplicating work involving operating the full range of standard and specialized offset duplicating machines, and maintaining, adjusting and making minor repair to equipment. Duties include camera work, negative stripping and plate making.

APPLY
Portland Civil Service Board
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No later than March 5, 1979.

An Equal Opportunity Employer

CITY OF PORTLAND ASSISTANT PURCHASING MANAGER

\$1,531 approx. mo.
Technical and administrative aide to Purchasing Manager. Assists in planning and conducting City's purchasing program. Involves responsibility for purchasing a wide variety of supplies and services, conducting studies in purchasing or stores management and problems, and developing and recommending improved procedures; and assisting in the supervision of purchasing, storekeeping, and clerical staff.

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An Equal Opportunity Employer

CITY OF PORTLAND DATA ENTRY COORDINATOR

\$1,066 approx. mo.
Specialized work in coordinating and controlling data entry services for the City's computer operations. Duties include scheduling and assigning priorities for timing-in and timing-out source data, cards and tapes, and using key-punching and verifying equipment.

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An Equal Opportunity Employer

PRODUCTION EMPLOYEES

Oregon Saw Chain has vacancies for persons to work in assembly areas of our plant, manufacturing saw chains, bars, and sprockets. Applicants should have some manufacturing experience and be available for all 3 shifts. Interested individuals may apply at our Personnel Department between 8 am and 12:30 pm, weekdays, 4909 International Way, Milwaukie, OR 97222.

Oregon Saw Chain Division

OMARK INDUSTRIES

Equal Opportunity Employer m/f/h

SHOP MACHINIST

Journeyman machinist with a minimum of 4 years experience performing the set up for the operation of vertical and horizontal mills, lathes and surface grinders. Responsibilities include the manufacturing and assembling of close tolerance parts for high speed precision manufacturing equipment.

MAINTENANCE MACHINIST

Production maintenance required. Machining, fabricating, assembling parts and performing repairs and adjustments to production machinery. Operates lathes, mills, sharpeners and grinders to close tolerance.

We offer complete benefit package including paid life insurance, medical plan, dental plan and retirement program. Interested individuals may apply in person or send resumes to: Pete Barnett, Personnel Department, Omark Industries, 4909 International Way, Milwaukie, OR 97222, or call 654-6531, ext. 343.

Oregon Saw Chain Division

OMARK INDUSTRIES

DIE SHARPENER

We have vacancies in our Tool and Die Dept. for experienced Die Sharpeners. Experience necessary with carbide progressive dies. Interested persons may apply to Pete Barnett, 4909 International Way, Milwaukie, OR 97222 or call (503) 654-6531, ext. 343.

Oregon Saw Chain Division

OMARK INDUSTRIES

Equal Opportunity Employer m/f/h

INSTRUCTOR

English as a Second Language. Substantial experience in TESL (Teaching English as a Second Language) required. Temporary appointments. Full or part-time work as necessitated by student over-enrollment. For information contact: Instructor Pool Screening Committee, English Language Institute, AdS A100, Oregon State University, Corvallis, OR 97331; or call 754-3006. An AA/EO Employer; complies Sec 504 Rehab Act of 1973.

Employment Opportunities

MULTNOMAH COUNTY

LABOR RELATIONS DIRECTOR (Prog magr 2)

\$25,056-\$34,452 (Negotiable D.O.E.) Multnomah County, Oregon seeks a talented professional to administer its labor relations program involving nine unions covering 2200 employees. Carries out annual negotiations as chief spokesperson, represents the County in unemployment and workers compensation matters and other administrative and legal proceedings. Supervises a small professional staff in day to day contract administration. Successful candidates will have at least two years of relevant experience which demonstrates their ability to plan and implement an effective program, to provide staff development and managerial training and to maintain excellent interpersonal relationships with appointed and elected officials, other public agencies and private organizations.

APPLY for this position no later than 4:30 PM, Friday, March 23, 1979.

WHERE TO APPLY

Multnomah County Personnel Office, 426 SW Stark, 7th Floor, Portland, Oregon, 97204. PHONE: (503) 248-5015.

*An Equal Opportunity Employer
Igualdad de Oportunidad en Empleo*

CITY OF PORTLAND ASSISTANT EMPLOYMENT AND TRAINING SPECIALIST

\$955 approx. mo.
Will assist and provide support to Employment and Training Specialists in implementing City's training and employment programs. Employees will collect, compile and present information to be used by caseload managers to develop, monitor and assess client resources and opportunities. Work involves considerable public contact in explaining program regulations, policies, and procedures; assisting in resolution of personal problems; identifying program and community resources and services. Valid Oregon driver's license and access to motor vehicle required. Examination is being conducted to establish an eligible list to fill possible future vacancies in Human Resources Bureau.

APPLY
Portland Civil Service Board
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Portland, OR. 97201

No later than Friday, March 9, 1979.

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CITY OF PORTLAND ASSISTANT EMPLOYMENT AND TRAINING SPECIALIST

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PSYCHIATRIC AIDE

Applications for Psychiatric Aides will be accepted March 5 thru March 9 to fill future vacancies at Fairview Hospital and Training Center. Starting salary is \$734/mo. Applicants must be 18 years of age, in good physical condition, and have transportation. Applications may be brought or mailed directly to Fairview Personnel by March 9. Applications also available at State Personnel Division, Public Service Building, Salem, or any State Employment office. *Equal Opportunity Employer.* Contact Fairview Personnel, 2250 Strong Rd. S.E., Salem, OR 97310. Phone 378-5368.

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An Equal Opportunity Employer

ACCOUNTING CLERK I

Basic accounting work. Keeps records, prepares information for data processing, prepares hand written check, H.S. + 1 year experience or equivalent. \$777 a month + fringe. Call 249-5511 to schedule an interview. Ask for Linda or Evonne. All qualified applicants will receive consideration without regard to race, color, religion, national origin, age, sex, sexual orientation, or political affiliation.

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BUSINESS OPPORTUNITIES

Earn second income at home mailing circulars. Free details, write Powers Publications, 1320 SE 158, Portland, OR. 97233.

drafting

DRAFTSPERSON

Oregon Saw Chain Division of Omark Industries has vacancies for draftspersons with 3 years of drafting experience and a AA degree in Drafting or Engineering Technology or 5 years of drafting experience in a manufacturing environment to perform drafting, layout and design of details and assembly drawing, on production equipment and projects. Good knowledge of math through trigonometry, mechanical drafting, standard tolerances, and machine shop practices necessary.

Interested individuals may apply to: Pete Barnett, Omark Industries, 4909 International Way, Milwaukie, OR 97222 or call (503) 654-6531, ext. 343.

Oregon Saw Chain Division

OMARK INDUSTRIES

Equal Opportunity Employer m/f/h

CITY OF PORTLAND WATER QUALITY INSPECTOR

\$16,786 approx. annually
In the field investigation for the causes of water quality complaints. Requires knowledge of backflow and cross connection prevention devices, water purity standards, and water sampling and testing techniques.

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510 S.W. Montgomery St.
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An Equal Opportunity Employer

CITY OF PORTLAND PARKS PLANNING SUPERVISOR

\$22,277 approx. annually
Responsible for supervising and participating in the preparation of park master plans, site plans and long-range capital improvement plans. Minimum requirements include: considerable knowledge of regional and urban comprehensive planning processes; some knowledge of urban design, economics, sociology, transportation and environmental engineering; skill in research, document writing, monitoring design contracts, preparing funding requests, working with citizens, and other planning agencies; skill in supervision. Supervision is exercised over a small staff of planners and designers.

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An Equal Opportunity Employer

CITY OF PORTLAND DELIVERY DRIVER

\$6.68 approx. per hour
General delivery work picking up and delivering mail, equipment and materials. Must operate an automobile vehicle and be able to load and unload heavy articles. Must possess or be able to obtain a valid state drivers license. For Oregon residents, this means a chauffeur's license.

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An Equal Opportunity Employer

RECEPTIONIST

\$790 month. 1 year training or experience in office work; deal with public; pleasant phone manners, typing and filing; ability to work under pressure. Responsible for in-coming calls; initial contact and screening for eligibility, maintenance of application files and enrollment packets. Need not be CETA eligible. Must be available for personal interview. REFER TO JOB NO. PE-44. Resumes to Mult-Wash CETA Consortium, 806 SW Broadway, Suite 325, Portland, OR. 97205. Closes 3/6/79 5 pm.

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An Equal Opportunity Employer

ASSEMBLERS

As a manufacturer of kidney dialysis equipment, we are seeking experienced Electronic Assemblers. Applicants should be able to solder to GMP standards and understand simple schematics. Starting wage \$3.50 hour; company paid medical/dental/life insurance; plus many other employee benefits. To apply, please contact

Human Resources Dept.
B-D Drake Willock
13520 SE Pheasant Ct.
Portland, OR. 97222
(503) 659-3355 ext. 71

AN EQUAL OPPORTUNITY EMPLOYER

SOCIAL WORKER

Direct service position to provide and coordinate services to elderly as part of Protective Service Division of large social service agency. Must have experience with elderly or welfare system. Minimum BA. Salary 10,500-12,500 D.O.E. and good benefits, *equal opportunity, affirmative action employer.* Resume by March 9 to:

Metropolitan Family Service
2281 N.W. Everett
Portland, OR. 97210

CITY OF PORTLAND DELIVERY DRIVER

\$6.68 approx. per hour
General delivery work picking up and delivering mail, equipment and materials. Must operate an automobile vehicle and be able to load and unload heavy articles. Must possess or be able to obtain a valid state drivers license. For Oregon residents, this means a chauffeur's license.

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No later than March 5, 1979.

An Equal Opportunity Employer

SECRETARIAL POSITION

Typing, filing, pleasant phone manner for neighborhood child care referral office. Must be County CETA qualified. Call 289-5746.

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
98	Construction of Anaerobic Digester Phase I	03/22/79
99	Sludge Lagoon Rehabilitation	03/22/79
108	REP-Master Plan for Washington Park	03/05/79
109-A	Furnishing Police Uniforms & Accessories	03/06/79
110	RFP-Consultant Services For Engineering Work Management	03/16/79
111-A	Furnishing Emulsified Asphalt	03/13/79
112	Furnishing Pipe, Pipe Fittings & Finished Steel Plates	03/13/79
113	Installation of North Vancouver Way Water Main	03/20/79

ADMINISTRATOR CITY RIGHTS DIV. OREGON BUREAU OF LABOR

Managerial experience and proven skills in staff supervision, program planning, budget development and oral and written communication are required. Knowledge of state and federal civil rights laws and Oregon state government desirable. Understanding of the effects of discrimination on the basis of race, sex, national origin, religion, age, physical and mental handicap and injured worker is required. Position located in Portland. Salary \$1,922-\$2,454 a month. Graduate degree preferred. Send resumes by March 12, 1979 to Personnel Office, Bureau of Labor, Rm. 469, State Office Bldg., 1400 SW 5th, Portland, OR. 97201.

An Equal Opportunity Employer

POLICE OFFICER

Entry level Civil Service examination. Salary \$1,206-\$1,469 per month + liberal benefits. Deadline for next test - March 16. Applicants can review entrance requirements and testing process, and obtain application forms at Milwaukie City Hall, 10722 S.E. Main St.

An Equal Opportunity Employer

PRODUCTION CONTROL CLERK

\$6,850 annually with merit increases. Job involves sorting paperwork, making up assignments for other employees, keeping records and making reports, typing 50 wpm required. Mr. Brown, 226-2651.

An Equal Opportunity Employer

ACCOUNTING

\$1434 per month. Federally funded program. Responsible for operation of bookkeeping dept., including monitoring, disbursement and documentation of all expenditures. Qualifications: MBA with accounting background or BA in accounting, 3 years experience, 2 years supervisory experience, familiarity with computerized accounting systems, experience in government accounting preferred. Resume to: Mult-Wash CETA Consortium, 806 SW Broadway, Suite 325, Portland, 97205. Closing March 9, 1979 - 5 p.m. REFER TO JOB #BK-44.

An Equal Opportunity Employer

SECRETARIAL POSITION

Typing, filing, pleasant phone manner for neighborhood child care referral office. Must be County CETA qualified. Call 289-5746.

An Equal Opportunity Employer

MAIL CLERK

Our mailroom is looking for a responsible person to train in all phases of mail and supply. Excellent benefits. \$525 monthly to start. Located in Cedar Hills. Call Personnel 643-7661.

CITY OF PORTLAND EMPLOYMENT AND TRAINING SPECIALIST

\$1,134 approx. mo.

Will work as case load manager within the Case Management Unit of the Bureau of Human Resources. Specialists will be responsible for managing an assigned caseload of program clients providing employment and training counseling, job and vocational training development, placement, support services and monitoring activities. Work involves extensive public contact and field work. Must be able to work independently and manage time efficiently, and have record keeping and basic math skills. Applicants should possess considerable knowledge of employment opportunities, service delivery patterns and community resources in the metro area; personnel practices, including placement, training and equal employment opportunity; interviewing and counseling techniques; oral and written communication skills; skill in establishing effective working relationships.

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Portland, OR. 97201

No later than Tuesday, March 13, 1979.

An Equal Opportunity Employer

HOUSEKEEPER

Position available for Housekeeper to work 4 days per week. Previous experience preferred.

Woodland Park Mental Health Center
1400 S.E. Umatilla
Portland, OR. 97202
234-5353

An Equal Opportunity Employer

CLERK TYPIST II

Civil Service examination. Two immediate openings, police and finance. Challenging work, professional organization. Requires excellent typing and public relations skills. \$719-929 + full liberal benefits. Deadline: March 16, 5 pm. Apply at City of Milwaukie, 10722 S.E. Main.

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