

Portland Observer JOB FINDER

MAINTENANCE GENERAL FOREMAN
Expansion in our Portland, Oregon heavy manufacturing facility has created an opening for a maintenance general foreman.

We are seeking an individual who demonstrates a professional approach to supervision. Prefer 5-10 years experience in maintenance supervision in a heavy industry, with background in both electrical and mechanical areas.

We offer excellent starting salary, in addition to excellent company paid benefits program, profit sharing. Interested candidates are encouraged to forward their resume or a statement of employment history and salary requirements promptly to Box 3137 (Classified—B101), Portland, OR 97208.

INFORMATION SERVICES COORDINATOR

Incumbent will coordinate overall activities of both the work processing center and reprographics center. Will maintain integrated department that encompasses all aspects of input, storage, retrieval and output of all necessary information processing. Position requires an individual with experience in the field of office automated equipment and technology, plus a demonstrated ability to comprehend computer language and systems analyst. Prior supervisory experience a definite must. Salary commensurate with experience. Excellent hours and employee benefits. Call 225-5272 for apt.

BLUE CROSS OF OREGON
An Equal Opportunity Employer

MARKETING/SALES INSTRUCTOR SMALL BUSINESS MANAGEMENT SPEC.

Full-time. Qualifications: Master's Degree, major in business; 5 years experience in retailing, business consulting, or as an owner/manager of a business; individuals not possessing a Master's Degree will be considered if they have a Bachelor's Degree plus 5 years experience as a business consultant or business owner/manager. Starting Date: September 10, 1979. Salary: \$14,184-\$17,316. Deadline: August 24th.

COMMUNITY DEVELOPMENT COORDINATOR West Linn Area

Qualifications: BA or BS Degree required. Provide outreach services to individuals; serve as facilitator in community projects or problem solving activities; establish cooperative relationships among agencies in the communities where they work; serve as a college representative in communities to better identify needed college services. Job to start immediately. Salary: \$985 per month. Deadline: August 23, 1979.

PROGRAMMER/ANALYST

Qualifications: A minimum of 5 years experience in data processing in the design and developing of computer systems and the writing of complex programs; background in business applications using data base management and on-line systems; practical experience in college or university student information systems preferred. Helpful to have experience on Data General Eclipse series computers using AOS operating system. Job to start immediately. Salary: \$1,248-\$1,373 per month.

INSTRUCTOR/COLLEGE RECRUITER, MEN'S HEAD BASKETBALL & ASSISTANT BASEBALL COACH

Qualifications: Master's degree with 30 hours graduate work in specific discipline; 3 years basketball coaching experience required, preferably at the college level; documentation of coaching record; experience working with people; and previous teaching experience. Starting Date: September 10, 1979. Salary Range: \$14,184-\$17,316. Deadline: August 24, 1979.

PROGRAMMER/ANALYST

Qualifications: Accounting background; experience in programming systems for governmental agencies; minimum 2 years experience in COBOL programming; ability to document all work; and capable of working with staff and public. Salary: \$1,248 per month.

ACCOUNT CLERK

Part time—15 to 19 hours per week. Hours are flexible. Qualifications: Experience working in a business office and have been exposed to general accepted procedures with the processing of purchase orders; and bookkeeping and/or accounting experience. Salary: \$4.14 per hour.

BUSINESS INSTRUCTOR

Qualifications: Master's degree, major in business (MST in business acceptable); experience as instructor of business courses during any 2 of the past 10 years; 2 years experience in Cost, Tax and Intermediate Accounting, Personal Finance; Philosophy of Management, Credit Procedures, Finance, and Investments. Some courses may be taught evenings. Starting Date: September 10, 1979. Deadline: August 24, 1979.

CARPENTER/CABINET MAKER

Starting immediately. Qualifications: General maintenance carpentry experience at the journeyman level, including cabinet design, construction and finishing; knowledge of building code requirements; and ability to prepare, interpret, and work from drawings and blueprints. Salary: \$1,066-\$1,386 per month.

Contact:

CLACKAMAS Community College

Personnel Office
19600 S. Mollala Ave., Oregon City, Or. 97045
656-2631, Ext. 318

Clackamas Community College is An Equal Opportunity/Affirmative Action Employer

Employment Opportunities

MULTNOMAH COUNTY

ADMINISTRATIVE SPECIALIST 1 (EXEMPT) (Budget and Management Analyst)

\$1392 per month. Participates in the preparation, administration, and control of the County budgets; performs management studies; does research, analysis and report writing; consults with management; and reviews proposals. Applicants must have one year of professional experience in budget administration or management in the public sector is desirable.

MENTAL HEALTH SPECIALIST 1

\$1275-1482 per month. Provides social work assessment involving client needs analysis, eligibility determination, and treatment plan development; performs a variety of duties directed toward the provision of diagnosis and evaluation services. TO QUALIFY Associate degree in the mental health field, plus two years experience in the mental health field which afforded a beginning knowledge of diagnostic methodologies and mental retardation developmental disabilities. OR Any combination of academic training and/or experience in the mental health field to equal four years.

MENTAL HEALTH SPECIALIST 2

\$1538-1916 per month. Provides evaluation, counseling and treatment work involving a full range of diagnostic and therapeutic methods to identify and treat social, emotional and/or behavioral difficulties. Positions in County outpatient clinics and the school mental health program are filled from this eligibility list as vacancies occur. TO QUALIFY Ph.D. in clinical psychology, counseling psychology, educational psychology or social work, plus one year of experience in the mental health treatment field. OR Master's degree in clinical psychology, counseling psychology, educational psychology or social work, plus three years of experience in the mental health treatment field.

NUTRITIONIST

\$1435-1669 per month. Provides nutritional counseling services to individuals and families in the community and serves as a consultant to the Health Division staff. Specific duties include assisting in the coordination and integration of nutrition services through specialized programs, e.g. WIC, Children and Youth, prenatal, obesity and hypertension, and family planning. TO QUALIFY Applicants must have a bachelor's degree in nutrition and one year of experience as a nutritionist.

ACCOUNT CLERK (OFFICE ASSISTANT 2)

\$852 per month. Maintains financial records and ledgers; reconciles and balances statements; prepares statements, billings and purchase orders and performs related work as required. TO QUALIFY Applicants must have six months of experience in bookkeeping, account clerk or related clerical experience.

APPLY for the above positions no later than 4:30 PM, Friday, August 24, 1979.

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

An Equal Opportunity Employer

CHIEF OF SURVEY PARTY

Chief of Survey—requires experience in supervising a survey party, knowledge of land and/or construction, surveying methods and practices, operation of transit and other instruments. Send resume to: STRAAM Engineers, Inc. 5505 SE Milwaukie Ave. Portland, OR 97202 An Equal Opportunity/Affirmative Action Employer

INSTRUCTOR—HEALTH & PE

Qualifications: Red Cross certificate and standard and advanced first aid, water safety instruction, and adaptive aquatics. Bachelors degree in health and PE required. Teaching experience in Red Cross, first aid and/or water safety instruction. Nine month position as opposed to the 1 year contract. Salary \$12,844-14,762. Please submit formal application by Aug. 22, 1979. Resume, transcripts and minimum 3 letters of recommendation must be received by Aug. 29, 1979.

Salary: \$699-732
Clerk to Receptionist
Library Clerk-Circulation
Clerk 2—Admissions
Inventory Clerk

Salary: \$761-790
Clerk 3—Adult Basic Ed
Bookkeeping Clerk
Custodians

Salary: \$1042-1083
Coordinator of
Community Education

Salary: \$15,200-18,400
Instructor/Coordinator
Indoor Chinese Program

Contact: 667-7200
An Equal Opportunity Employer

Corporate Marketing Communications Secretary

Tektronix has an immediate opening in our Marketing Communications organization for a Secretary to support our Corporate Advertising Manager. The person to fill this position must be professional, organized, able to handle a variety of duties, and enjoy being a secretary.

Previous background must include 2 or more years' experience in a responsible secretarial position, good typing skills, shorthand or transcription skills. An advertising background is desired but not required.

Salary is open. Benefits include educational support, insurance and profit sharing programs.

Send detailed resume with salary requirements to Gloria Walters, Tektronix, Inc., P.O. Box 500, Beaverton, Oregon 97077.

An equal opportunity employer, m/f/hc.

Tektronix

ELECTRONICS

SERVICE TECHNICIAN

Your responsibilities will include repair and rebuilding dialysis equipment, designing and building test fixtures.

This position requires A.S. degree or equivalent, 2 years digital and analog experience, and knowledge of fluid dynamics preferred.

Our benefits include medical, dental, life insurance; tuition reimbursement; savings plan; and many others.

Apply at our Human Resources Department:

B-D DRAKE WILLOCK

13520 S. E. PHEASANT CT.
MILWAUKIE, OR 97222
(503) 659-3356

Equal Opportunity Employer

PRODUCTION

Production Operators

Intel, a very special company with a history of unparalleled achievement and a commitment of providing good people with a genuine opportunity to put their talents to work—and be rewarded for it. The expansion of our Aloha facility has created opportunities for production operators.

You will receive production training with a company which manufactures advanced electronic components and systems. To qualify, you should have good reading and fundamental math skills.

Intel offers a compressed work week, three twelve hour days, complete medical and dental coverage, and paid vacations. Special day shift opportunities are available on Thursday, Friday and Saturday.

Please apply to Intel Corporation, Dept. 34 BK, 3585 S.W. 198th Avenue, Oregon 97005. An equal opportunity employer m/f/h.

SECRETARY

Challenging part time position. Hours 11:30am to 3pm. Minimum 1 year secretarial experience, typing 50 wpm, and dictaphone experience. Call 225-5272 for appointment.

BLUE CROSS OF OREGON
An Equal Opportunity Employer

GIVE

Praying for financial HELP to get our church off the ground and into motion. All donations GRATEFULLY accepted and prayed over. Will acknowledge all. Send all donations to: Universal Life Church, c/o Rev. Julius D. Snowden, P.O. Box 3767, Eugene, OR 97403.

MACHINIST JOURNEYMAN

We are seeking journeyman machinists who can set-up and operate lathes, mills and can read and interpret blueprints. Also we are seeking journeyman machinists who are thoroughly familiar and experienced with N.C. equipment. We offer excellent working conditions and good benefits.

Apply Personnel Department
WAGNER MINING, INC.
4424 N.E. 158th Portland, Oregon 255-2863
An Equal Opportunity Employer

Sr. Industrial Engineer
Do you want a change of pace without relocating?
Oregon Saw Chain is a locally headquartered company with operations world-wide. You don't have to leave the Portland area to move up. If you want the advantages of working for a major corporation plus living in the Pacific Northwest, you should consider Oregon Saw Chain. If you are a degreed Industrial Engineer with 10 years of experience, we would like to talk with you.
Interested individuals should apply to Pete Barnett, Oregon Saw Chain, Dept. PO-816, 4909 International Way, Milwaukie, OR 97222.
An 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.

Form Bid Projects presently advertised:

BID NO.	DESCRIPTION	BID OPENING DATE
4(A)	Furnishing Water Meters	08/04/79
12(A)	Refuse Hauling Service Various Bureaus	08/21/79
13	Management & Operation of Morrison Park East Parking Garage	08/21/79
14	Furnishing One Emergency Medical Care Vehicle	08/30/79
15	Furnishing Four Trim Mowers	08/28/79
16	Furnishing Salted Peanuts for Memorial Coliseum	08/28/79

PART-TIME TELLER

Immediate opening for PT Tellers. Requires accurate typing, 10-key and PR skills. Cashiering experience preferred.

Excellent benefits including transportation subsidy. For further information call 243-1888 or apply Mon. thru Thurs. 9-1.
First National Bank
1300 SW 5th Ave.
Portland, OR 97208

All qualified applicants considered regardless of race, religion, age, sex, national origin or handicap.

WORD PROCESSING OPERATOR TRAINEE

Will train qualified person to operate IBM, Mag II, and document printer. Typing 65 wpm, must have excellent spelling, punctuation and grammar skills. Excellent hours and employee benefits. Call 225-5272 for appointment.

BLUE CROSS OF OREGON

An Equal Opportunity Employer

BRANCH CLERK

Immediate full time and part time openings for individuals with good typing skills. Light typing and some phone coverage. Applicants interviewed Monday thru Friday 10-2.

Excellent employee benefits and pleasant working conditions. Why take any job when you can start a career with FIRST?

First National Bank of Oregon
1300 SW 5th, 13th Fl.
An Equal Opportunity Employer

ENERGY.

We can't afford to waste it.

PROOF MACHINE OPERATORS

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

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

SALARY: Part time trainees-\$3.50 hr plus 7 1/2% for night differential. Full time salary \$610 month plus 7 1/2% for night differential.

For more information call Barbara Miller 225-6241 only between 3:30-8:30pm. Apply Personnel Dept 10-2:30pm
U.S. NATIONAL BANK OF OREGON
U.S. BANK PLAZA—555 SW OAK
Equal Opportunity Employer

Accounting Clerk

Are you looking for the right opportunity? This could be it!

Automatic Data Processing located in Portland, currently has a full time position open in our accounts payable department.

Some previous A/P experience is desired for this position which is responsible for voucher invoice handling.

If you're a high school graduate, work well with people, have good communications skills and some typing ability, we would like to meet you. Call Steve Owen at 256-3111 between 8:30am and 12 noon, Monday-Friday.

Automatic Data Processing, Inc.
An Equal Opportunity Employer

STATE OF OREGON DEPARTMENT OF COMMERCE CORPORATION DIVISION SAVINGS AND LOAN SUPERVISOR \$24,204-\$30,912

This position located in Portland, is responsible to the Corporation Commissioner. General duties include:

Directing and examination of 17 state-chartered savings and loan associations to see that their loan and investment practices and books and records conform to statutory requirements. Other duties include the promulgation of rules and regulations to implement the Savings & Loan Law; passes upon all applications for the formation of new savings and loan associations, and the authorization of branch offices of existing associations; conducts hearings in connection with the issuance of orders.

Qualifications include:

1. A thorough knowledge of accounting and auditing principles as they apply to the savings and loan industry.
2. Demonstrated senior administrative and management level experience.

Please submit detailed resumes and supporting materials no later than August 27, 1979, to:

(Miss) Zoe A. Wilson, Affirmative Action Coordinator
Department of Commerce
428 Labor & Industries Building
Salem, Oregon 97310

The Department of Commerce is an equal opportunity/affirmative action employer.