

Portland Observer JOB FINDER

PERSONNEL SECRETARY
Part time afternoons. Must type 60-70 wpm, use dictaphone. "People oriented" mandatory. Good command of the English language required as well as professional demeanor. Some payroll related duties, excellent benefits program. Starting salary range: \$3.99-\$4.99 per hour. Downtown call 225-2195.
An Equal Opportunity Employer

DIRECTOR
New community program focused on Portland school discipline policies needs director. Requires organizing, research and communication skills. Salary \$14,000-\$16,000 and liberal benefits. Send resume to: **American Friends Service Committee** c/o Norman Monroe Youth Service Center 4815 NE 7th Portland, Oregon 97211
Affirmative Action Employer

CITY OF PORTLAND ROSE GARDEN CURATOR
\$1,577 approx. mo. Specialized position involving management of International Rose Test Garden, considerable community relations work, supervision of others and hands-on horticultural tasks.

APPLY
Portland Civil Service Board
510 SW Montgomery St.
Portland, OR 97201
No later than Friday, August 31, 1979
An Equal Opportunity Employer

CITY OF PORTLAND PRINCIPLE MANAGEMENT ANALYST
\$28,642 approx. year
Will identify, analyze and report on overall financial condition of City of Portland, coordinating preparation and review of all parts of City budget, and conducting studies of fiscal problems.

APPLY
Portland Civil Service Board
510 SW Montgomery St.
Portland, OR 97201
No later than Monday, September 10, 1979
An Equal Opportunity Employer

DATA ENTRY OPERATOR
Progressive Northwest company is seeking to fill a current opening for a DEO. Applicant must have experience on key to disc equipment or Inforex experience. Salary commensurate with experience. Excellent company paid benefits. If interested, call 222-0355 for an appointment, or apply at

FIRST FAR WEST
222-0355
812 SW Washington
Portland, OR 97205
Equal Opportunity Employer M/F

PLUMBING INSPECTOR I
\$1235-\$1575 per month, 2 yrs exp. as journeyman plumber and H.S. grad. Must have certificate of competency as journeyman plumber from Oregon State Board of Health. Apply Washington County Personnel, Room 305, 150 N. First Ave., Hillsboro, Oregon 648-8606. *An Equal Opportunity Employer, women and minorities urged to apply.*

Employment Opportunities

MULTNOMAH COUNTY

OFFICE ASSISTANT 3 SECRETARY (CONFIDENTIAL)
\$1,016-1,045 per month, beginning salary depending on qualifications. Performs complex, independent secretarial duties involving heavy use of an IBM Mag Card II typewriter and is the only secretary to the Multnomah County Labor Relations Director and staff. Typing from dictated and hand-written drafts which include complex revisions of lengthy contract documents requiring full utilization of Mag Card typewriter operations; proofreading all material typed for routine grammatical and spelling errors, sentence and paragraph structure, and clarity of content; office management tasks such as ordering supplies, keeping personnel records, development and maintenance of office file system; acting as receptionist including answering the telephone, greeting office visitors, and other related work as required. **TO QUALIFY** Applicants must have one year of secretarial experience utilizing a Mag Card typewriter and dictation equipment. Legal secretarial experience is helpful. Applicants must also be able to type 50-60 words per minute with extreme accuracy.

APPLY for the above position no later than 4:30 PM, Monday, September 10, 1979.

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

CITY OF PORTLAND CETA PLANNING DIRECTOR
\$23,587 approx. year
Will develop, coordinate and implement policies, systems and procedures, provide goal development, formulate service objectives and budget preparation of all CETA programs for City. Directly responsible for planning for Manpower grants; labor market analyses; coordination of Annual Plan; and for supervision of grant applications, modifications, contracts and ordinances.

AGING SERVICE SPECIALIST
\$1,350 approx. mo. Current opening is in City-County Commission on Aging. Will be responsible for compiling directory of aging services in metro area; providing intake-referral services; and conducting outreach activities. Good public contact skills.

EMPLOYMENT & TRAINING SPECIALIST
\$14,684 approx. year
Will have primary responsibility for managing caseload of CETA participants. Will interview clients to determine objectives; assess their objectives in relation to program guidelines and resources; establish employer network; and help placement of job ready clients. Work involves extensive field work and public contact.

Interested applicants must file a separate application for each position no later than Monday, September 10, 1979.

APPLY
Portland Civil Service Board
510 SW Montgomery St.
Portland, OR 97201
An Equal Opportunity Employer

HOUSEKEEPER
Full time position, day shift, 4 days on, 2 days off rotation. Call Raleigh Care Center, 292-4488.

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

FILE CLERK

Looking for a career opportunity? Try our hat on for size! We are looking for an aggressive, hard working individual with a minimum of 6 months office filing experience. The file clerk position we are seeking to fill entails sorting, filing and making inter-office deliveries. This position offers excellent advancement opportunity, good benefits and a convenient Downtown location.

If you are interested please contact Mrs. Albrecht for an appointment. Phone 226-3761. Tuesday only.

FIREMAN'S FUND INSURANCE COMPANIES
121 SW Salmon, Suite 900
Willamette Center
Portland, OR 97204
An Equal Opportunity Employer M/F

DESIGN DRAFTSPERSON

Challenging opportunity exists in our engineering department for experienced design draftsman.

Individual will be required to prepare complex drawings & layouts of components & systems requiring sound engineering judgement & evaluation with a good understanding of tolerances, finishes & fabrications. Individual should have a good drafting background with mechanical aptitude and the ability to read blueprints. Technical school training a plus.

We are a major manufacturing company offering excellent wages & benefits.

Apply Personnel Dept. or send resume to:
WAGNER MINING, INC.
4424 N.E. 158th Portland, Oregon 255-2863
An Equal Opportunity Employer

ACCOUNTING 8:30-79
ACCOUNTS PAYABLE CLERK
Full time position for experienced accounts payable clerk in the Lloyd 500 Building. Position requires experience with automated systems, and familiarity with employee expense reports preferred.

Our benefit plans include medical, dental, life insurance, tuition, reimbursement, savings plan, and many others. To apply, please contact our Human Resources Department:
500 NE multnomah Portland, OR 97232 (503) 659-3355
B-D DRAKE WILLOCK
An Equal Opportunity Employer

CITY OF PORTLAND BUILDING PLAN EXAMINER
\$1,465 approx. mo. Review building plans for compliance with codes; make calculations of areas, stresses; approve permits; advise builders on code requirements. Applicants must have experience or training which developed knowledge and skills required to evaluate building plans and apply code requirements.

APPLY
Portland Civil Service Board
510 SW Montgomery St.
Portland, OR 97201
OPEN CONTINUOUS
An Equal Opportunity Employer

CITY OF PORTLAND ARCHITECTURAL DRAFTING SPECIALIST

\$18,075 approx. year
Technical architectural work involving designing, drafting, and specification writing for construction and renovation work on city-owned facilities. The work includes inspection and monitoring of work in progress. Works under the supervision of an architect.

APPLY
Portland Civil Service Board
510 SW Montgomery St.
Portland, OR 97201
No later than Friday, August 31, 1979
An Equal Opportunity Employer

ANNOUNCEMENT

Head Start is enrolling children ages 3-5 years from low income families where the parent(s) are either working, going to school, or in job training. The Albina Ministerial Alliance announces 4 new centers to be opening in the Portland area. Head Start is a full day child development program. It offers educational, cultural and social activities appropriate for the child's development. For more information call 283-1267.

LAUNDRY

DELIVERY PERSON
Full time position 7AM to 3:30PM. Able to push heavy carts up to 1000 lbs. Salary \$4.29 an hour.

Apply between 9 and 2PM
Employee Relations
GOOD SAMARITAN
Hospital & Medical Center
218 NW Northrup
An Equal Opportunity Employer

RESTAURANT

ASSISTANT COOKS Full Time & On Call
Prepares sandwiches, does broiler cooking and cashing. Maintains and cleans dining areas. Prefer experience or related work. \$4.65 an hour.

Apply between 9 and 2PM
Employee Relations
GOOD SAMARITAN
Hospital & Medical Center
218 NW Northrup
An Equal Opportunity Employer

ENERGY. We can't afford to waste it.

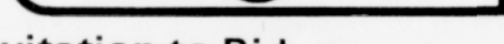


MANAGEMENT MATERIALS CONTROL ANALYST

Do you have two years of Programming experience? A well developed sense of logic? A knowledge of spatial design? Can you relate systems application to a manufacturing environment?

If you can answer YES to these questions and have a bachelor's degree in Manufacturing Engineering, Systems Sciences, Business Administration, or equivalent experience, you may be the person we need.

Oregon Saw Chain Division of Omark Industries with \$100 million of annual sales, offers an opportunity for personal and professional growth to those who can work in an aggressive atmosphere. We offer a competitive salary and benefit package. Apply to Pete Barnett, Oregon Saw Chain Division, 4909 International Way, Milwaukie, Oregon 97222 or call (503) 654-6531, ext. 343.
An equal opportunity employer



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	09/18/79
19	Labor, Materials & Equipment for Removal of Old Lexington Tank	09/06/79
20	Janitorial Services for Five Locations	08/04/79
21	Furnishing Tone & Voice Pagers	09/11/79
22	Furnishing Bridge Cranes for Powerhouse No. 1 & 2	09/18/79
23	Furnishing Two Detroit Diesel Engines & Allison Transmissions	09/13/79
24	Labor, Materials & Equipment for Interstate Lavatory Remodeling	09/20/79
25	Furnishing Live Street Trees	09/18/79

YOUNG ADULT CONSERVATION CORPS

The Statewide Programs Unit of the Oregon State Employment Division, as administrative agent of the Governor requests proposals for operation of Young Adult Conservation Corps programs. The purpose of this program is to provide employment for youth ages 16-23 in conservation work on publicly-owned non-federal lands for the period 10/1/79-9/30/80. Eligible applicants include organizations in existence for a minimum of two years which have operated YACC projects before, or which are natural resource agencies. Proposals must be submitted/postmarked not later than 9/7/79. Copies of the request for proposal and appropriate forms are available from:

Statewide Programs Unit
240 Cottage Street S.E.
Salem, OR 97310
(503) 378-2964

REQUEST FOR PROPOSALS

The City of Portland Training and Employment Division is accepting Title VI and Title II D proposals for funding. All public and private non-profit agencies located in the Portland area are eligible to apply.

Applications may be picked up from:
Program Development Unit, 4th Fl.,
Board of Trade, 310 SW 4th Ave.

EMPLOYMENT

CETA FREE TRAINING and EMPLOYMENT HURRY WHILE SLOTS ARE AVAILABLE!!!

If over 18 years of age,
Walk in for Enrollment Appointment
AT PORTLAND OIC

5333 NE Union Ave.

Portland, Oregon 97211

Phone 287-1271

Ask for Outreach & Recruitment Dept.

HURRY OPPORTUNITY IS NOW!