

Portland Observer JOB FINDER

STATIONARY ENGINEER

Full-time, 12 months. Minimum Selection Criteria: HS graduate or equiv.; 2 yrs previous experience at journeyman level; knowledge of methods, materials, and equipment used in heating and air-conditioning, inc. electrical, refig, rough plumbing, etc.; knowledge of Building Code and OSHA req.; knowledge of pneumatics. Responsibilities: Performs preventative maintenance on heating/cooling system; environmental control systems; repair outdoor lights; calibrate thermostats; maintain and install air-conditioning, hot water heating units, etc. Salary: \$1,066. month. Starting immediately. Open until sufficient apps. received.

BOTANY INSTRUCTOR & PHYSICS INSTRUCTOR

Sabbatical replacement for Winter and Spring terms 1980. Physics full-time, Botany 80-100% dependant on enrollment. **Physics** - Instruct classes in Physics both occupational and college transfer, ranging in approach from no math to calculus. **Botany** - Instruct one section of Botany and teach General Biology as a part of a team teaching Audio-Tutorial Program.

Qualifications: Masters Degree in subject and demonstrated competence in teaching courses similar to those of the assignment. **Starting Date:** January 2, 1980. **Salary:** Approximately \$4,400 per term, to be paid from the part-time salary schedule. **Application Deadline:** November 15, 1979.

INSTRUCTOR OF HUMAN SERVICES/HOME ECONOMICS

Full time, 9 months, starts Dec. 1, 1979. Salary \$14,244 - \$17,544. App deadline Nov. 13, 1979 (postmark). Assignment: May include family life, ECE, related psychology/sociology. Develop widening opportunity programs for men and women, displaced homemakers, underemployed, etc., work with Coordinator of Focus on Women to develop courses as needed; supervise Child Development and Drop-In Centers. May inc. Department Chairperson responsibilities. **Requirements:** Masters with an identified teaching major in Home Economics or Sociology/Women's Studies. Exp. desired: previous college teaching, pro/course dev. and evaluation; project development; supervision; outreach work.

ADMISSIONS SECRETARY

The Admissions Secretary shall be responsible for the admission of students into closed occupational curriculums, as well as the admission of foreign students: Will be required to assist with registration of students. Will also assist as a receptionist to the Registrar's Office. Taking dictation and answering correspondence is required.

Qualifications: Two years previous experience in secretarial. Excellent knowledge of the English language, spelling, grammar, and general office procedures. Typing, minimum of 50 words per minute. Shorthand, minimum of 80 words per minute. Must have excellent working relationship with the public. **Salary: \$777 per month (1979-80 Support Staff Salary Schedule).** Applications open until sufficient applications are received.

Contact:

CLACKAMAS
Community College

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

Clackamas Community College is an Equal Opportunity/Affirmative Action Employer

YOUNG BLIND MAN NEEDS FRIEND

A friend to do things with, go out to clubs. Dennis Lewis, 249-8060.

Anyone having information on police harassment, please call 224-6176 evenings.

ELECTRICAL APPRENTICESHIP APPLICATIONS

Metro Electrical Joint Apprenticeship and Training Committee will accept applications for two weeks starting 10:00 a.m. Thursday, November 1, 1979, ending 5:00pm Thursday, November 15, 1979. All applicants except those previously interviewed must first contact the Apprenticeship Information Center in person at 1437 S.W. 4th prior to November 1, 1979 for aptitude test, high school transcript and referral to Metro Office to complete application. Qualifications are:

1. High school graduate (2.0 average) or GED of 255. (Transcript must be furnished)
2. 18 years old.
3. High score on aptitude test.
4. Passing grade in one year algebra.
5. Resident of this committee's area.

Please note: Metro Office hours for applications: 10 a.m. - 5 p.m., Monday through Friday

Metro offers equal opportunity

ENGINEERING TECHNICIAN II

City of Salem, \$6.49-\$7.88 1/2 hr. Experience performing engineering and drafting tasks, completion of a 2-year technical course with an A.S. Degree in engineering and major course work in engineering, computers and math; or equivalent combination of experience and training. Knowledge of mathematics, hydraulics, computer, drafting methods and instruments, engineering maps and records. Ability to make complex calculations and reduce field notes, draft maps and graphical presentations. Perform flow measurements and obtain field data on locations and elevations for input data. Research existing information for annexation studies and for up-dating maps. Closing date: 11/9/79.

APPLY

CITY OF SALEM,
PERSONNEL DEPT.,
555 LIBERTY SE.,
Salem, Oregon 97301
EOE

CITY OF PORTLAND EMERGENCY COMMUNICATIONS OPERATOR TRAINEE

\$5.16/hr. to start-\$5.63/hr. after six months plus generous benefits.

After 6 month training program will be eligible for appointment to EOC I. Will receive and evaluate calls from citizens for police and emergency medical services. Will operate computer terminals and radio equipment requiring speed and accuracy. Work is demanding, stressful and rewarding. Shift work is involved.

APPLY

Portland Civil Service Board
510 S.W. Montgomery
Portland, OR 97201
No later than Monday,
November 19, 1979
An Equal Opportunity
Employer

Community Center Director

Plans, organizes coordinates & supervises the operations & services of the community center. Responsible for day-to-day administration of the center including supervision of overall property & personnel. Require 6 yrs full time experience in social service program knowledge of social service delivery systems; local state & federal governmental processes. Salary \$1,312-\$1,592. To apply contact:

CITY OF MILWAUKIE
10722 S.E. Main St.
Milwaukie, OR 97222
Deadline: 11-17-79

PRINTING COORDINATOR

Permanent part time position. Involves skilled operation and maintenance of printing and reproduction equipment. Responsible for equipment, supplies, records and quality control. Operates offset press, plate making camera, bindery, padding press and photo copy machine. Requirements: Understanding of printing technology, knowledge of equipment and materials, basic graphic skills. Work experience equivalent to 2 yrs operating offset printing equipment. Salary: \$5.11 to 6.21 per hour.

To apply contact:
CITY OF MILWAUKIE
10722 SE Main Street
Milwaukie, Oregon
An Equal Opportunity
Employer

TYPIST/STATISTICS

Entry level person needed for large workers comp firm in stat department. Accurate typing of numbers essential and some office experience helpful. Great people and benefits. Apply:

Personnel Department
EBI COMPANIES
10157 S.W. Barber Blvd
Monday-Friday between 1:00 p.m.-5:00
An Equal Opportunity
Employer

SENIOR STENO. CLERK

\$901 approx. mo. to start-\$1,021 approx. mo. after one year. Difficult and responsible clerical work acting as secretary to bureau manager or to staff of professional employees. May be responsible for records and minutes of meetings; responding to inquiries; and supervising clerical staff. Shorthand required in some positions.

APPLY

Portland Civil Service Board
510 S.W. Montgomery
Portland, OR 97201
Open Continuous:
Women & Minorities are
encouraged to apply.
An Equal Opportunity
Employer

CLERICAL HELP NEEDED

Growing company is seeking entry level file clerks. Skills needed: ability to file alphabetically, accurately and quickly, work with a variety of people and work under some pressure. Office experience helpful. Opportunities for advancement. Great benefits. Contact Agie at 245-8484.

EBI COMPANIES

An Equal Opportunity Employer

CRISIS ASSISTANCE COORDINATOR

Salary: \$900.00-\$1,000.00(salary is limited to 20 percent over previous salary)

THE POSITION

To coordinate and operate Crisis Intervention services, to alleviate the impact of sudden crisis conditions of target-area residents.

TO QUALIFY
Applicants must have previous experience in operating social service programs. Applicants must have the ability to coordinate and carry out outreach activities, and should have good written and oral communication skills. Applicants should have a valid drivers' license.

WHERE TO APPLY
The Albina Action Center, Inc. (TAAC)
707 NE Knott
Portland, Or 97212
288-8345-Cleo Franklin
This position will close at 5:30 p.m., November 15, 1979.
An Equal Opportunity Employer

AGRICULTURE INSTRUCTOR

Thorough knowledge of field of agriculture production, and ability to assume instructional responsibilities necessary (animal, soil and plant science; agriculture mechanics; leadership training; working with FFA program). Should hold or be eligible for Oregon Vocational agriculture certification. Oregon driver's license necessary. Salary based on training and experience. Fringe benefits incl: Medical and dental ins, paid sick leave, retirement and educational benefits.

North Clackamas School District
4444 Lake Rd.
Milwaukie.
Equal Opportunity
Employer

BALANCING CLERK

Our transit dept. located on SW Macadam, has a full time opening for a numbers-oriented individual. Hours are 6 pm to finish, Mon-Fri, 10-key by touch.

NOTE TELLERS

Excellent opportunity for experienced commercial tellers! We have several openings in our downtown branches.

NEW ACCTS REP

Full time opening for a person with banking experience.

MESSENGER

Full time opening for a foot messenger in a downtown location.

INTERNATIONAL DEPT. COLLECTION CLERK

Immediate opening in our international dept. for a collection clerk. Note and collections experience preferred. Accurate typing required.

EDP CLERK

Bank and/or EDP experience preferred. Accurate typing skills required.

BANK CARD FILING CLERK

Willing to train. Typing skills at 40 wpm required. Excellent fringe benefits.

THE OREGON BANK

Personnel Office
121 SW Salmon
16th Floor
Mon-Fri, 9-1 pm
222-7558 or 222-7943
An Equal Opportunity
Employer M F H

INSURANCE

Wanted now! On the job training, medical claims processor. Good math and communications skills helpful. Excellent benefit package. Flex hours. Parking available. Call 224-6980, 8-4 M-F for appointment.

PRUDENTIAL INSURANCE CO.

An Equal Opportunity Employer

INVENTORY CONTROL SPECIALIST

Establish and maintain a materials requisitioning and inventory control system. Minimum requirements: Ability to perform tasks at a level normally performed by an individual with community college level training plus five years experience in inventory control. Apply between 9 am to 2

Employee Relations
Good Samaritan
Hospital and Medical
Center
2183 N.W. Northrup
An Equal Opportunity
Employer

CIVIL ENGINEER I

City of Salem, \$1315-\$1598. Four-year degree in Civil Engineering or equivalent combination of experience and training. Knowledge and experience in Traffic Engineering principles and transportation planning, especially municipal helpful. Knowledge of and ability to perform statistical and technical research and to apply to traffic related systems and facilities. Ability and knowledge in designing and preparing specifications and plans for traffic signals and street light systems. Closing date: November 23, 1979.

Apply:

CITY OF SALEM
Personnel Dept.
555 Liberty, S.E.
Salem, OR 97301
An Equal Opportunity
Employer

HEADSTART TEACHERS & AIDES

Opening for Headstart teachers and teacher aides. Will be working with children between 3 and 4 yrs. Call AMA Headstart Program for information. 288-6921.

SPECIAL SERVICES SUPERVISOR

City of Salem, \$1448-\$1848. Supervise the City's social service, Referral Center, senior citizen and special populations services and programs, recreation programs and staff. Works with Social Service Commission to develop needs and prepare bid specifications. Responsible for section budget. High degree of independent judgment and ingenuity exercised. Experience in both social and recreation services. Four-year degree or equivalent experience and training. Experience in contracting, budget, and supervision. Closing date: November 16, 1979.

APPLY:

CITY OF SALEM
Personnel Dept.
555 Liberty, S.E.
Salem, OR 97301
An Equal Opportunity
Employer

SENIOR ACCOUNTANT

\$1,392 approx. mo to start-\$1,638 approx. mo after one yr. High level professional work in establishing and maintaining city accounting records. Must be able to work with computerized general ledgers and other accounting sub-systems; may be responsible for analyzing and interpreting ordinances and resolutions; supervising and directing employees; and serving as special auditor as assigned.

ASSOCIATE ACCOUNTANT

\$1,175 approx. mo to start-\$1,524 approx. mo after three yrs. Professional accounting work in recording, classifying and analyzing the data and records of the city's financial transactions. May be responsible for manual subsidiary ledgers; comparing and reconciling subsidiaries with computer printouts; auditing and verifying accuracy of financial transactions; cost and accounting; and preparing accounting reports. City employees receive paid medical, dental and life insurances, as well as paid vacations, holidays and sick leave in addition to salaries. Applicants interested in either position must file a separate application for both.

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510 S.W. Montgomery
Portland, OR 97201
No later than Monday,
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An Equal Opportunity
Employer

PSYCHIATRIC AIDE

Applications will be accepted November 13 thru November 15 for Psych. Aides to fill future vacancies at Fairview Training Ctr. Starting salary is \$741/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 Nov. 15. Also available at State Personnel Div., Salem, or any State Employment Office. Contact

Fairview personnel
2250 Strong Rd., S.E.
Salem, OR 97310
Phone: 378-5369
An Equal Opportunity
Employer

CITY OF PORTLAND ELEC. INSPECTOR I

\$1,912 approx. mo. This is skilled inspectional work enforcing compliance with national, state and city electrical codes. Work is primarily field inspections, but will also involve office work checking permit applications and advising people on electrical code, installation, and permit requirements. Applicants must have: Oregon State Supervising Electrician's License, valid driver's license, and experience and training in the field.

APPLY

Portland Civil Service Board
510 S.W. Montgomery
Portland, Or. 97201
No later than Friday
November 9, 1979
An Equal Opportunity
Employer

SECRETARY

Variety position. General Office, Social Service Agency. Min. 1 yr. experience required. Type 50 WPM. PB plus experience helpful. Valid driver's license necessary. Salary negotiable. Good benefits. Call 222-9661.

MULTNOMAH COUNTY

MAINTENANCE CARPENTER

\$1,553 per month. Performs skilled carpentry work repairing and modifying existing structures. Builds concrete forms for walls, curbing, catch basins, manholes and similar structures. Bends and ties reinforcing steel. Prepares and patches concrete. Erects small buildings from foundations. Constructs shelves and cabinets. Repairs fences and guard rails. TO QUALIFY Applicants must have three years of experience in general carpentry which must include a broad range of carpentry skills rather than a narrow specialization. Previous maintenance experience is preferred. OR hold a valid journeyman carpenter's card AND Have experience involving concrete, tile and brick work sufficient to perform routine tasks involving these materials. APPLY for the above positions no later than 4:30 PM, Friday, November 9, 1979.

PROGRAM MANAGER 3

(DIRECTOR OF PLANNING AND DEVELOPMENT) (Unclassified) \$2262-3219 per month, depending on qualifications. Directs the Division of Land Use Planning and Development serving immediately under the Director of the Department of Environmental Services. This position is currently responsible for the following functions: Land Use Planning, Land Development (including subdivision and zoning) and Engineering Services. These functions comprise a total budget of 1.9 million dollars with 81 employees. Plans, organizes, assigns and evaluate program goals and operations of the division. Initiates and carries out extensive contacts with departmental and county officials, representatives of federal, state and community agencies in response to program information, impacts and achievements of program work. TO QUALIFY Applicants must have six years of land use planning or engineering experience, including two years of management experience and four years of academic training in an accredited college or university with course work in management, land use planning or engineering. Additional management experience can be substituted for the educational requirement on a month-for-month basis up to 24 months. This examination will remain open until a sufficient number of applications are received.

SENIOR PLANNER

\$1770 per month. Supervises and participates in the work of a subsection of the Planning Division involved with the administration of the zoning ordinance. Acts as liaison with governmental and quasi-judicial bodies such as the Board of County Commissioners, the Hearings Council and LCDC. Coordinates research, special projects, and other planning activities with other departments and agencies. Maintains current knowledge of legal and technical developments related to the planning process. TO QUALIFY Applicants must have a college degree in planning or a closely related field and four years of professional planning experience. Additional planning experience will substitute for the required education on a year-for-year basis. APPLY for the above position no later than 4:30 PM, Friday, November 30, 1979.

WHERE TO APPLY

Multnomah County
Personnel Office, 426
SW Stark, 7th Floor,
Portland, Oregon,
97204 Ph. (503) 248-5015.
An Equal Opportunity
Employer

CONSTRUCTION INSPECTOR

Inspects construction work being done by contractors for conformance of materials & procedures with codes, standards & specifications requires education & training equivalent to 2 yrs experience in field of construction inspection or Civil Engineering work, knowledge of surveying desirable. Salary \$1030-\$1,253 per mo. To apply contact:

APPLY
Portland Civil Service Board
510 S.W. Montgomery
Portland, Or 97201
No later than Friday,
November 9, 1979
An Equal Opportunity
Employer

ASSOCIATE PLANNER

(COMMUNITY PLANNER) \$1569 per month. Performs professional planning work requiring expertise in community planning. Assists policy formulation and evaluation. Conducts research, analyzes data and develops strategies relating to the development and implementation of plans. Conducts public meetings and maintains liaison with agencies and citizen groups to both present proposals and to gather information and public reaction. Qualifications: Applicants must have two years of professional planning experience. A Master's degree in planning or Urban Studies may be substituted for one year of the required experience.

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

ASSISTANT PLANNER

\$1319 per month. Performs entry level professional planning work. Assists in data collection and evaluations for the economic development section of the comprehensive plan. Performs graphics work necessary for assigned projects. TO QUALIFY Applicants must have a college degree in planning, economics or closely related field. Planning experience will substitute for required education on a year-for-academic-year basis.