

Portland Observer JOB FINDER

INSURANCE

NORTH PACIFIC INSURANCE CO

has immediate openings for:

★ PART TIME RATER

We are looking for commercial raters who would like to work part time. If you are experienced and would like to know more about us regarding jobs and hours, call us!

★ CASUALTY ADJUSTER

We have an immediate opening for an experienced casualty adjuster. Must have a minimum of 3 to 5 years casualty experience. Trainees need not apply.

★ DATA ENTRY OPERATOR

Requires 1 year experience on IBM 129 and CMC key to tape.

★ We are located in the Cedar Hills area and offer excellent benefits to support competitive salaries. Free parking and cafeteria allowance. For further details call Personnel at 643-7661, or send resume to:



P. O. Box 74
1675 SW Marlow Rd
Portland, Or 97207

Equal Opportunity Employer

MEN—WOMEN Here's the quick way to get started in a career.

The "Quick way" to get started on a career is through Army Reserve job training. A few short months from now, you could be earning good civilian pay (in addition to Reserve pay for the 16 hours a month and two weeks Annual Training you put in) in one of these skills:

Clerk Typist	Data Processor
Illustrator	Offset Press Operator
Journalist	Welder
Stenographer	Administrative Specialist
Musician	Legal Clerk

Call Army Reserve Opportunities

234-7209
Part of What You Earn is Pride.
An Equal Opportunity Employer

PROGRAMMER ANALYST

Immediate openings for qualified individual interested in program design and development. Incumbent will gather and analyze information for system development or modification; design and specify systems requirements; organize and direct the development and implementation of systems and prepare required system operations and user documentation.

Qualified applicants should have a minimum of 3 years experience in business application type systems development, with prior experience in COBOL required. College degree preferably in Math, Business Administration, or Computer Science; knowledge of OS, BAL, CICS, IBM 360/370 preferred.

We offer a competitive salary with excellent fringe benefits and flex-time work hours. Please call 225-5272 for appointment or send resume to:

Blue Cross of Oregon
100 SW Market St.
Portland, Or. 97201
An Equal Opportunity Employer

MANAGER OF PERSONNEL AND SUPPORT SERVICES

Beginning salary \$23,585 - \$24,764

This position manages a personnel system covering 150 employees and Support Services (contract management, graphics, printing and general office services). Responsible for supervision of 10 employees and a budget of \$650,000.

Requirements include a degree in Public Administration or related field and five years of administrative work experience, two in a supervisory position; or a master's degree and three years of experience, one in a supervisory capacity.

Closing date: January 15, 1980

Contact Metropolitan Service District
Personnel Department
527 SW Hall
Portland, Oregon 97201

OR CALL (503) 221-1646 for application procedures.

MULTOMAH COUNTY

PUBLIC SAFETY OFFICER

(Deputy Sheriff)

Deputy Sheriffs are law enforcement officers who patrol assigned areas in radio-equipped patrol cars providing numerous community services. Employees occupying positions in this class prevent violations of the law, investigate criminal cases, collect information regarding criminal activities, investigate traffic collisions, enforce traffic and criminal statutes, seek and apprehend law violators, assist the District Attorney in preparing cases for prosecution, and testify in court. Employees also manage non-criminal matters such as conflict resolution, advice in civil matters, first aid referral to social service agencies and other related social services. Employees are expected to deal with a wide variety of stress and non-stress situations, independently, maturely and with discretion.

TO QUALIFY: Bachelor's degree from an accredited college or university. Be at least 21 years of age. Must have a valid driver's license.

THE EXAMINATION: All candidates meeting the minimum qualifications will be scheduled for a written examination, weighted 50 percent. The candidates who pass the written examination will be scheduled for an oral examination, weighted 50 percent.

COOK

\$903-1,046 per month. This is skilled food preparation and cooking work in an institutional kitchen. Specific responsibilities include large scale cooking tasks and directing food service assistants or volunteers in the kitchen.

There are currently two openings at Edgefield Manor in Troutdale. This list will also be used for future openings that may occur in other facilities.

TO QUALIFY: Applicants must have one year of experience preparing meals in quantity such as in an institutional setting or commercial restaurant. OR successful completion of a specialized course in food preparation and cooking.

THE EXAMINATION: The examination will consist of an evaluation of training and experience, weighted 100 percent.

A Supplemental Application Form must be submitted in addition to the standard application prior to the final filing date. The Supplemental Application will be used to evaluate each applicant's training and experience.

Apply no later than 4:30 PM, Monday, December 31, 1979.

DEPUTY SHERIFF
(Public Safety Officer)
\$1,425 monthly starting salary. This is law enforcement work involving patrolling an assigned area in a radio equipped car to prevent and/or investigate law violations and accidents and provide other community services.

TO QUALIFY: Applicants must have a Bachelor's degree from an accredited college or university, be at least 21 years of age, and must have a current driver's license. (Degree and driver's license must be presented at time of written examination.)

Apply no later than 4:30 PM, Friday, January 4, 1980.

CHIEF OFFICE OF ADMINISTRATION

Department of Human Services (Unclassified) \$26,100-\$31,320 annually depending upon qualifications. Under the general direction of the Department Director, the Chief of the Office of Administration is primarily responsible for the development and management of the Department's budget analysis system, personnel procedures, management information system and affirmative action activities.

Additional responsibilities include assistance to the Department Director, Deputy Director and Division Directors in maintaining an orderly flow of department business on a daily basis, and coordination with the Office of County Management, the staff of the Chief Executive and the Board of County Commissioners.

TO QUALIFY: Minimum three years of administrative experience appropriate to the position which demonstrates the applicant has acquired the necessary knowledge and abilities. Desirable Master's degree in administration-related field, e.g., Business Administration, Public Administration, Hospital Administration, plus three years experience in an administrative capacity, preferably in health or social science related organizations, involving budget development and control supervision of personnel, interactions with information systems. OR Bachelor's degree in Arts and Sciences plus six years of experience in an administrative capacity involving the specific functions detailed above. OR ten years of administrative experience involving progressively increasing levels of responsibility and managerial expertise involving specific functions detailed above.

Apply no later than 4:30 PM, Monday, December 31, 1979.

REGISTERED NURSE CORRECTIONS

\$1,197-\$1,691 monthly. (pay levels are determined by a number of factors which include post-graduate education, work experience and overall proficiency on the job.)

Performs professional nursing duties for incarcerated persons at various county correction facilities; specific duties involve physical assessments, sick call, medication and treatment rounds. Applicants must be available for all shifts and weekends on a rotating basis.

TO QUALIFY: 1) Graduation from a school of professional nursing with accreditation at time of graduation.

2) Possession of a current license to practice as a registered professional nurse in the State of Oregon. Applicants may be employed prior to obtaining a license.

THE EXAMINATION: The examination will consist of an oral interview, weighted 100 percent.

NURSE AID EDGEFIELD MANOR (Human Services Assistant)

\$766-861 per month.

Provides general patient care to ill or aged bedridden patients at Edgefield Manor in Troutdale. Specific duties include the following kinds of work:

Takes and records temperatures, pulses and respirations of patients. Performs routine work in the care of convalescent patients, such as making beds, changing linens, giving baths and rubs, washing and feeding patients and caring for personal effects.

Collects specimens, passes bed pans and urinals, performs catheterizations, empties urinary drainage bottles and records amount.

Notes, reports, and records indicative signs and symptoms on the condition of a patient.

Assists patients in dressing and undressing, getting into and out of bed, walking, and transferring from bed to a litter.

Carries messages and runs errands for nurses and doctors; assists in admitting and discharging patients.

Performs routine housekeeping tasks.

TO QUALIFY: Applicants must have some knowledge of the physical problems of the elderly; to be able to understand and follow written and oral instructions; be able to learn technical duties of the job through on-the-job training; and be able to work different shifts and weekends.

THE EXAMINATION: The examination will consist of a written test, weighted 100 percent. Apply no later than 4:30 PM, Monday, December 31, 1979.

M.E.D. PROGRAM SPECIALIST

(Program Development Specialist)

\$1,429-1,761 per month. There are two positions currently available in the Mental Health Division specializing in the area of services for either children and families or adults with mental and emotional disabilities. Specific duties of both positions will include providing technical assistance to mental health service agencies, developing community resources, and planning, developing and evaluating programs in area of specialty M.E.D. services for children and families or adults.

TO QUALIFY: Applicants must have one year of experience in program planning, development or evaluation in the area of mental and emotional disabilities for either children and families or adults.

NOTE: Applicants may qualify and be considered for both positions with appropriate experience.

A Supplemental Application form must be submitted in addition to the standard application prior to the final filing date. The Supplemental Application will be used to evaluate each applicant's training and experience.

Apply no later than 4:30 PM, Monday, December 31, 1979.

**APPLY
Multomah County
Personnel Office
426 SW Stark, 7th Floor
Portland, OR 97204
(503) 248-5015**

INVOLUNTARY COMMITMENT INVESTIGATOR

\$1,275-1,482 per month. Provides psychological assessment of the mental competency and potential dangerousness of individuals who are facing mental illness commitment proceedings.

TO QUALIFY: 1) a Master's degree in the mental health field and two year's experience in the mental treatment field working with severely disturbed clients.

OR
1) completion of at least 23 quarter hours or 15 semester hours of a Master's program in the mental health field, and 2) three years of experience in the mental health field working with severely disturbed clients.

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

CITY OF PORTLAND

SIGN REVIEW SPECIALIST

\$1,591 to start-\$1,690 after one year. Professional level, planning related work. Responsible for providing technical staff support work to Sign Review Committee and Planning Bureau. Prepares and presents comprehensive reports and recommendations at public hearings on sign design, construction and placement matters. Extensive public contact, awareness of current trends in sign industry and relevant legislation.

APPLY
PORTLAND CIVIL
SERVICE BOARD
510 S.W. Montgomery
Portland, OR 97201
No later than Friday,
December 21, 1979.
Women & minorities are
encouraged to apply.
An Equal Opportunity
Employer

SENIOR AIDE I

This is a 20 hour per week position at a monthly salary of \$316.00. Must be able to perform social contact and chore services for clients. Duties and responsibilities include: Client shopping, minor household chores, visiting with clients, chore service, support services to clients via the service coordinator, awareness of Center's function and resources, encourage client participation in Center activities, and report client needs to the client's counselor in legibly written reports.

QUALIFICATIONS: Ability to work under close supervision of Service coordinator. A background in, or demonstrated concern for, the problems of the elderly.

Closing date, December 27, 1979.
**PACT SOUTHEAST
SENIOR SERVICE
CENTER**
3688 S.E. Division St.
Portland, OR 97202
Phone: 233-5426
An Affirmative Action
Employer

MAIL/FILE CLERK

Seeking a fulltime, entry level office position?

Immediate opening for person eager to learn a variety of office functions. Should have good attention to detail; be personable.

Contact for interview:
Employment
Administrator
LAND/WESTON
P.O. Box 23517
Portland 97223
Equal Opportunity
Employer
m/j/h

SUPERVISOR HOUSEKEEPING Dept.

In accordance with the hospital and departmental objective, policies and procedures, direct the day to day housekeeping activities throughout the entire facilities.

Duties to include orientation and training for new personnel, work scheduling and assignment of duties and evaluate housekeeping efficiency. Requirements include 1 yr. of hospital experience as a general housekeeping aide. Supervisory experience preferred. Apply Monday through Thursday at:

Emanuel Hospital
2801 N. Gantenbein
Ave.
Portland Oregon
97227
Phone 280-4164
Equal Opportunity
Employer

SEWAGE PLANT OPERATOR I

Unified Sewerage Agency, \$1187 per month with periodic step increases, 2 yrs college and 1 yr exp in activated sludge or equivalent combination of experience and training.

SENIOR COMPREHENSIVE PLANNER

\$1575-\$2011 per month, college level training in planning, economics, geography, political science, architecture, or related fields and increasingly responsible exp. in land use planning projects or research; exp. supervising planners desirable; or equiv. comb. of exp. and trng.

Apply for above positions at:
Washington County
Personnel Room 306
150 N. First Avenue
Hillsboro, OR 97123
Equal Opportunity
Employer
Women and minorities urged to apply.

CITY OF PORTLAND

ELECTRONIC MAINTENANCE SUPERVISOR

\$25,334 annually. Responsible for supervising electronic technicians in the maintenance of electronic equipment; assigning, scheduling, and inspecting repair and installation work; training programs; equipment records; preventative maintenance programs. First class FCC license required and extensive supervisory experience desirable. For application forms and further information:

APPLY
PORTLAND CIVIL
SERVICE BOARD
510 S.W. Montgomery
Portland, OR 97201
(503) 248-4352

Open Continuous. Women & minorities are encouraged to apply. An Equal Opportunity Employer

BID INVITATIONS

CITY OF PORTLAND INVITATION TO BID

Sealed proposals will be received in Room 113, City Hall, Portland, Oregon 97204 for items detailed herein until 2:00 p.m. on the dates indicated.

Plans and specifications may be obtained at the above address. For additional information telephone Buyer at number listed.

When Bid Surety is required, proposals shall be accompanied by a certified check, cashier's check or a bid bond, payable to the City of Portland for an amount not less than ten percent (10%) of the aggregate amount of the bid as guaranty that the bid shall be irrevocable for the period specified in the proposal. Said bond to be forfeited as fixed and liquidated damages should the bidder seek to revoke his offer for any reason not authorized by law and not consented to by City within the irrevocable period, or neglect or refuse to enter into contract and provide a suitable bond for the faithful performance of the contract, in the event the said contract is awarded to him.

NON-DISCRIMINATION: No proposal or bid will be considered unless the bidder is certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland. All bidders not currently certified should file the required documentation with the Contract Compliance Division, Room 209, City Hall, 1220 SW Fifth Avenue, Portland, Oregon 97204, 248-4696, at least five (5) days prior to the Bid Opening. Failure to achieve certification by the Bid Opening Date and Time shall result in the return of your Bid Unopened.

BID NO.	DESCRIPTION	BID OPENING DATE
63	Furnishing Estimated 52 - 1980 Police Patrol Sedans. For information call Michael Metroke, Buyer, 248-4003. 10 per cent Bid Surety Required.	12/27/79
64	Furnishing Estimated 11 - 1980 3/4-Ton Pickup Trucks. For information call Michael Metroke, Buyer, 248-4003. 10 per cent Bid Surety Required.	12/27/79
65	Furnishing Estimated 8 - 1980 Compact Pickup Trucks. For information call Michael Metroke, Buyer, 248-4003. 10 per cent Bid Surety Required.	12/27/79
67	Furnishing 2 Articulated Front End Loaders. For information call Michael Metroke, Buyer, 248-4003. 10 per cent Bid Surety Required.	12/27/79
68	Furnishing Nuisance Abatement Services for S.E. Portland Service District. For information call Michael Metroke, Buyer, 248-4003.	01/15/80
69	Labor, Equipment & Materials for Construction of NE Alderwood Rd. Storm & Sanitary Sewers. For information call Michele Ackerman, Buyer, 248-4191. 10 per cent Bid Surety Required. Pre-qualification of Bidders Required.	01/03/80
70	Re-Powering One Seagrave Fire Truck. For information call Michael Metroke, Buyer, 248-4003. 10 per cent Bid Surety Required.	01/10/80
71	RFP - One or More Bond Issues of up to \$25 Million of General Obligation Bonds Payable from Water Revenue. For information call Michael Metroke, Buyer, 248-4003. Special Prequalification Required.	5 P.M. 01/11/80

INVITATION FOR PROPOSALS

(1) The Housing Authority of Portland will receive Turnkey proposals for a total of 54 units of low and moderate income family housing scattered on two sites located either in the City of Portland, Oregon, or in Multnomah County within ten miles of the Portland city limits until 2 p.m., Pacific Standard Time, on Thursday, the 6th day of March, 1980, at 1605 NE 45th Avenue at which time and place all proposals will be publicly opened and read aloud. The minimum proposal from a developer is for nine units.

(2) Developer's Packets containing full project information and detailed submission requirements are on file at the office of the Housing Authority at the above address. A Developer's Packet may be obtained at the above address (by parties with a bona fide interest in responding to the Invitation) or by calling 249-5531. Additional copies may be purchased for the non-refundable sum of \$20 per copy.

(3) Attention is called to the provisions for equal employment opportunity, and payment of not less than the minimum salaries and wages as set forth in the Developer's Packet must be paid on this project.

(4) The Housing Authority of Portland reserves the right to reject any or all proposals or to waive any informalities in the proposals.

HOUSING AUTHORITY OF PORTLAND
By Lyndon R. Musoff, Executive Director