

Portland Observer JOB FINDER

CITY OF PORTLAND

CLERK II

\$835 Approx. Mo.

All applicants should have knowledge and skill in the use of business English, arithmetic, office procedures, information checking and filing; skill in following oral and written instructions and in applying guidelines to defined problems; and skill in dealing courteously and tactfully with the public. Most Clerk II positions require typing skills. A typing demonstration will be required to qualify for such positions.

APPLY

PORTLAND CIVIL SERVICE BOARD

510 S.W. Montgomery

Portland, Oregon 97201

No later than Monday, December 31, 1979.

Women & minorities are encouraged to apply.

An Equal Opportunity Employer

POSTDOCTORAL RESEARCH ASSOCIATE

(Research Associate) for

12-month position in the

field of paleontology or

marine siliceous microfossils.

Experience in taxonomy of

marine planktic diatoms,

in multivariate data

analysis and Cenozoic

biostratigraphy of marine

diatoms is required. The

appointment is for 1 year

with a possibility of

renewal. Salary commensurate

with experience. (\$10,000-\$15,000).

Send resume and names of

three references by

December 31, 1979 to:

Hans Schrader,

School of

Oceanography

Oregon State University

Corvallis, OR 97331.

Oregon State University

an Affirmative Action/Equal Opportunity

Employer complies with section 504 of the

Rehabilitation Act of 1973.

BILLING CLERK TYPIST

Recent expands has

created the need for a

clerk typist in our building

department. Duties include

typing, filing and

maintaining job cost

records. Require 50 wpm

and 10-key by touch. Excellent

fringe benefits. Apply

personnel.

NORTHWEST MARINE IRON WORKS

2516 N.W. 29th

Portland 97210

Equal Opportunity Employer

CLERK

Clerk for Office production control

Make job assignment,

keep records and make

reports for an insurance

office. Light typing, merit

increases, excellent fringe

benefits. \$7,550 annually

to start.

Mr. Adams 226-2651

Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

As a leading company in

the kidney dialysis industry,

B-D DRAKE WILLOCK

employs approximately 300

people in the Portland metropolitan

area.

Employment opportunities

at B-D DRAKE WILLOCK

are varied and provide

employees the opportunity

to demonstrate their ability

to accept increased responsibility.

An Equal Opportunity

Employer

SECRETARY RECEPTIONIST

Part-time for planning

Dept. Starting salary

\$367.50 per mo. For

application contact:

PACT INC.

363 S.E. Main

Portland 97214

233-8491

Application deadline

(postmarked Dec. 28,

1979)

Affirmative Action Employer

BUILDING MAINTENANCE SUPERVISOR

Southwest S&L seeks

experienced individual to

conduct and oversee

building and landscape

maintenance program.

Mechanical, electrical,

and plumbing skills

required for minor

maintenance. Qualified

person will have two yrs.

related experience

supervisory ability

desirable. Call Pat

Burns 643-4848

LINCOLN

Savings & Loan

Equal Opportunity Employer

m/f/h

FIRE CHIEF

Highly responsible administrative and technical work in planning and directing all activities of the City Fire Department.

ABILITY TO: Plan, install, and carry out programs of department operations and activities including employee training and development, fire prevention and investigation activities.

REQUIREMENTS: Graduation from an accredited college or university with course work in fire sciences and administration and public administration; or satisfactory combination of education and experience. Extensive experience in all phases of fire fighting and fire prevention work, including considerable experience at command level.

SALARY: 1862-2263/mo.

BENEFITS: Medical, dental, disability and life insurance and Pers. pick-up.

DEADLINE FOR APPS: January 25, 1980.

TO APPLY:

contact
City of Milwaukie,
10722 SE Main ST.,
Milwaukie, Oregon 97222.

NUTRITION COORDINATOR

Of the community base

community food and

nutrition program in S.E.

Portland. Training and 2

yrs experience in program

development, social

services and community

organization. Starting

salary \$11,865 to \$14,422

for application contact:

PACT INC.

363 S.E. Main

Portland 97214

233-8491

Application deadline

(Postmarked Dec. 28,

1979)

Affirmative Action Employer

SECRETARY

EXECUTIVE SECRETARY

Assist top marketing

executive with secretarial

and administrative tasks.

Works closely with

department managers

and overseas personnel.

Make travel arrangements

and organize meetings.

Need proven ability in

similar position with

above average typing and

shorthand, good gram-

mar and flexible attitude.

Please respond by

Tuesday.

Apply in person at 3601

SW Murray Blvd.,

Beaverton or call Kathy

Hubener, 641-3151 ext.

159.

Floating Point Systems

Equal Opportunity

CITY OF PORTLAND

VIDEO PRODUCTION MANAGER

Responsible for directing

operations of television

facility in Portland Fire

Bureau Training Center

engaged in developing

video training programs &

materials for transmission

via cable system. Mgr.

develops & coordinates all

aspects of assigned video

tape productions in

establishing program

objectives, developing in-

formation from content

specialists, assigning &

working with script

writers, managing

logistics of studio and

remote operations, &

supervising activities of

production crew. Approx.

salary range \$15,000-

\$18,000. Excellent

benefits package.

APPLY

PORTLAND CIVIL SERVICE

510 S.W. Montgomery

Portland, OR 97201

(503) 248-4352

No later than Friday,

January 4, 1980. Women

& minorities are en-

couraged to apply.

An Equal Opportunity

Employer

Secretary/Receptionist

Salary: \$367.50 per month

(half-time)

Perform secretarial/re-

ceptionist duties for PACT

Planning and Development

staff. Responsible for basic

secretarial duties inc typing

and filing. Provide recep-

tionist service. Responsible

for dealing with public. Pro-

vide back-up, ordering/dis-

tributing supplies; back-up

Xerox key operator; take

minutes; back-up clerical

services for other programs.

Qualifications: Type 55

plus WPM, gen'l clerical

backgrnd, interest in

community work plus expe-

rience/knowledge of com-

munity programs and re-

sources, able to attend oc-

casional eve. meetings,

ans phones/record mes-

sages accurately, work as

team member.

Closing date:

Dec. 28, 1979

Apply to:

PACT, Inc.

3634 SE Main

Portland, Ore. 97214

233-8491

Community Food & Nutrition Coordinator

\$11,865-\$14,422

Coordinate nutrition

services to inner SE Ptind

residents, develop and

maintain self-help pro-

grams; crisis intervention;

consumer education.

Duties: Outreach for

food programs; advocacy

assistance, info dissemina-

tion; organize low-income

consumers around nutrition

problems and document

unmet needs.

Provide technical advice

for committees; program

planning, budgeting and

development; supervise

staff time; collect data;

prepare position papers

and policy statements;

monitor expenditures;

develop special projects

to meet local needs;

coordinate with commu-

nity agencies; monitor

food assistance pro-

gram.

Qualifications: B.A. or

equiv. experience in

social service program

management, community

organization and program

development; 2 yrs exper

with comm. service pro-

grams; ability to commu-

nicate orally and in

writing; able to attend

evening meetings; able

to relate to neighbor-

hood people and the

public at large; demon-

strated skill in pro-

gram mgmt, commu-

nity orgnzn, grp dy-

namics; provide leader-

ship to community

groups; able to get

around in a timely

fashion.