

Portland Observer JOB FINDER

INSTRUCTOR ESL LABORATORY

To teach English as a second language. Training and teaching experience in ESL required. Prefer knowledge and experience with Indo-Chinese refugee programs. 1 year contract for January 28th thru August 22, 1980. Salary range: \$10,000 to \$12,500 plus benefits. Deadline Jan. 18, 1980.

For complete qualifications and applications information contact:
Personnel Office
Mt. Hood Community College
26000 SE Stark St.
Gresham, Oregon 97030
(503) 667-7200
An Equal Opportunity Employer

LEWIS & CLARK COLLEGE

Financial Aide Asst. Director
Assist director in all phases of administration of financial aid monies including needs analysis, awarding of funds, counseling students and parents, and reporting. Any combination of experience and/or training equal to two yrs. in financial management or in student personnel or counseling is required. Some background in the delivery of financial aid service in a college setting is preferred. To apply submit a letter of application, resume, and 3 letters of reference to:

Personnel Services
Lewis & Clark College
0615 SW Palatine Hill Rd
Portland, Or 97219
Deadline for receipt of application material is Jan. 18, 1980. For more information call 244-6161 Ext. 330.
An Equal Opportunity Employer

CITY OF PORTLAND NEIGHBORHOOD QUALITY MANAGER

The salary is \$27,726 the first year, \$28,558 the second year, and \$29,370 after two years.

This is a management position administering an enforcement program for correction of environmental problems on private property. Through subordinate supervisors, the employee directs and coordinates the work of others involved in inspections to ensure compliance with codes covering housing, zoning, dangerous buildings, nuisance abatement and noise control. This person will also develop methods and procedures for the unit to ensure consistency and efficiency of operations. The position reports to the Director of the Bureau of Buildings. Applicants must have considerable knowledge and skill in the areas of management, supervision and communication.

APPLY
PORTLAND CIVIL SERVICE
510 SW MONTGOMERY PORTLAND, ORE. 97201
No later than Friday, February 1, 1980. Women & Minorities are encouraged to apply.
An Equal Opportunity Employer

UNDERWRITER TRAINEE

National Multi-line Insurance Co. seek college graduate for training program. Must be willing to relocate on completion. Career opportunity. Excellent salary and benefits. Minorities and females encouraged to apply. Call Mr. Kindness, USF&G Co. 221-0221
Equal Opportunity Employer m/f

JOB DEVELOPMENT COMMUNITY CORRECTION

Multnomah-Washington CETA—one long term temporary position (approximately January thru December), Multnomah County. Wage, \$1,262 per month. Position carries responsibility for assisting participant in job search activity; lead workshops; conduct outreach and recruitment; determine participant eligibility; liaison with local correction agents; meet with employer, etc. Desirable qualifications include combination of education and experience to talking 4 years. 1 year should include experience in social service delivery and 1 yr. should include college level training in social science and career counseling etc. Experience with offender and work in job development preferred. Good knowledge of Multnomah County business and local community agency helpful. Own transportation and valid Oregon driver's license. To apply need not be CETA eligible. Must be available for personal interview. Mail resume to Mult-Wash CETA, 806 SW Broadway, Suite 235, Portland, Ore. 97205. REFER TO Job. No. EA-115. Specify location. Position closes January 15, 1980 at 5:00 p.m.
An Equal Opportunity Employer

HOUSING DIRECTOR (\$33,000/year)
City of Portland Development Commission seeking individual to be responsible for initiating and executing agency City-wide housing programs related to the Federal Housing and Community Development Act, and other special housing associated programs such as the Urban Development Action Grant. Directs the work of the Commission's housing function; exercises supervision over a staff of Managers of Single Family and Multi Family housing programs, Neighborhood Services, Project Coordinators and support staff. Formulates budgets and resource commitments utilizing modern management techniques. Related experience and training as outlined in Supplemental Application. Request Supplemental Application from Portland Development Commission, 1500 S.W. First Avenue, Portland, Or 97201 (248-4971). Only Supplemental Applications will be considered. Deadline: 5:00 p.m., January 18, 1980.
An Equal Opportunity Employer

FOREST GENETICS
Two fixed-term positions in Forest Genetics available February 15, 1980, to assist studies of allozyme variation in forest trees: 1) Research Associate, Ph.D. in Forest Genetics, Genetics or Crop Breeding with forestry experience, \$16,000-\$19,000/year; 2) Research Assistant Unclassified, B.S. or M.S. (preferred) in forestry, forest genetics or genetics, with experience in lab techniques, \$12,000/year. Application closing date January 30, 1980. Send resume, three letters of reference, transcripts to: John C. Gordon, Head, Department of Forest Science, School of Forestry, Oregon State University, Corvallis, OR 97331. Oregon State University is an Affirmative Action Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973.

MEMORIAL COLISEUM
Now accepting applications for **Security Agents and Utility Lead Workers**. Apply at Memorial Coliseum Main office, 1401 N. Wheeler, Portland, Ore. 97227.
An Equal Opportunity Affirmative Action Employer

PSYCHIATRIC AIDE
Applications will be accepted January 14th thru January 16th for Psychiatric Aides to fill future vacancies at Fairview Training Center. Starting salary \$741 per month. Applicants must be 18 yrs of age in good physical condition and have transportation. Applications may be brought or mailed directly to Fairview Personnel by Jan 16th. Applications also available at State Personnel Division, Salem, or any State Employment Office. Contact:
Fairview Personnel
2250 Strong Road SE
Salem 97310
Phone 378-5369
An Equal Opportunity Employer

GROUNDKEEPER I

Permanent full time position assisting in mowing, transplanting, pruning, fertilizing, spraying and general yard work; excavation for irrigation and drainage. Work is out doors year round. Applicants must operate riding lawn mower, tractor, frontloader, chain saws and various power tools.

RESEARCH ASSISTANT I

Permanent full time position conducting radioimmunoassays, centrifugation, pipetting, feeding and maintaining cells in culture. Applicants with knowledge of metric system, mixing solutions, using balance, gamma counters and centrifuges considered first. Must work some night and weekend shifts.

CAGE WASHER

Permanent full time position washing and sanitizing stainless steel and plastic animal cages. Must have valid Oregon Driver's license, work every third weekend and lift cages weighing up to 75 pounds. Applicants must be able to drive a 1 1/2 ton flat bed truck.

ELECTRON MICROSCOPY TECHNICIAN

Permanent full time position performing all phases of Electron Microscopy including embedding, fixing, sectioning, staining and photographic procedures.

Oregon Regional Primate Research Center
505 NW 185th Beaverton 645-1141 ext. 251
An Equal Opportunity Employer

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2250 Strong Road SE
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PURCHASING ASSISTANT CONTRACT ANALYST

A major Northwest Utility, currently has an opportunity available for an assistant contract analyst.

Qualified individual will assist with the drafting analysis, negotiations and award of procurement contracts for required materials and services. Position requires college degree in law or business administration, or equivalent in training, as well as a min of 2 years experience in purchasing or construction contract administration.

Contact or send resume to Ron Doan
920 SW 6th, Portland, Or 97202
or call 243-4335

The People at Pacific Power
Equal Opportunity Employer

SECRETARIES

Full time opening for experienced Secretaries. Typing, shorthand, machine transcription required. Downtown location. Excellent fringe benefits and working conditions.

Apply Personnel Dept. 10-2-30 pm

U.S. NATIONAL BANK OF OREGON

U.S. Bank Plaza - 555 SW Oak

Equal Opportunity Employer

SECRETARY

Competent organized person needed to join small clerical staff of consulting engineering firm. Type 70 wpm accurately. Word processing training helpful. Salary \$700 - \$750. Employer paid benefits. For immediate consideration please call Mrs. Adkins, 226-3921.
Equal Opportunity Employer

LEGAL AID ATTORNEY

Legal Aid Service, Civil Litigation Unit. Trial attorney. Heavy eviction caseload, including juries. Good support staff. \$12,600 to \$18,900 depending upon experience. Full health coverage. Send resume to J.R. Forester, 310 S.W. Fourth, Portland, OR 97204. Minorities, women and handicapped encouraged to apply.

PROJECT DIRECTOR

Headstart program for low income families with children age 0 to 3 yrs. Has opening for Project Director position responsible for over-all administration planning and budgeting. Family service early childhood and headstart experience preferred. Salary \$17,000 to \$18,000 annually depending on qualifications and experience. Resume and/or PCS application must be submitted by Jan. 21, 1980.
Parent Child Service
2710 NE 14th,
Portland, Ore. 97212
503-284-6267
An Equal Opportunity Employer

FAMILY LAW ATTORNEY

Family Law Center/Legal Aid Service. Domestic Relations caseload. Teamwork approach, and good, experienced support staff. Salary \$12,600 to \$17,200 with full family health coverage. Send resumes to J.R. Forester, 310 S.W. Fourth, Room 900, Portland OR 97204. Minorities, women and handicapped encouraged to apply.

RECEPTIONIST/ SWITCH BOARD OPERATOR

Greets visitors and customers; operates PBX 800 switchboard; types departmental correspondence; performs general clerical duties. 6-12 months experience required.

QUALITY CONTROL INSPECTOR

B-D Drake Willock has an immediate opening for an experienced layout inspector.

The successful candidate will have at least 3 years layout inspection experience in an electro-mechanical manufacturing environment involving multi-plastics and machined metal parts.

Must be competent with shop math and geometric positioning and tolerancing. Must be able to operate a coordinate measuring machine.

Our benefit plan includes medical-dental-life insurance; tuition reimbursement; savings plan; and many others.

To apply, please contact our Human Resources Department:
D-B DRAKE WILLOCK
13520 S.E. Pheasant Ct.
Portland, Or. 97222
659-3355
An Equal Opportunity Employer

EDUCATOR
(See MHCC ad for instructor.)

BID INVITATIONS

Invitation to Bid

MULTNOMAH COUNTY Boat Dock.

Bids due Tuesday, January 22, 1980, 2:00 p.m.
Bid #B61-100-5131. Proj. #913.
Sealed proposals will be received at the Purchasing Office, 2505 SE 11th, Portland.
For: Construction of a floating dock including pile-driving at Rooster Rock State Park. A prequalification statement is NOT required.

Pursuant to the Administrative Rules of Multnomah County Public Contract Review Board (AR 40-030) prequalification of contractors shall be required for all projects estimated to cost more than \$50,000. Details of compliance are available from the County Engineer, Multnomah County Oregon (2nd Floor) 2115 SE Morrison Street, Portland, Oregon 97214 Phone (503) 248-3591.

Non-Discrimination in Employment. Bidders on this work will be required to comply with the provisions of Federal Executive Order 11246. The requirements for Bidders and Contractors are explained in the Specifications.

Specifications are filed with the Clerk of the Board of County Commissioners and copies may be obtained at Engineering Office, 2115 SE Morrison, Portland, for a \$5 non-refundable fee.

No bid will be received or considered unless the bid contains a statement by the bidder as part of his bid that the requirements of Section (4) 279.350, 279.352, 279.354, 279.355 & 279.356 shall be met.

No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof, a surety bond for an amount equal to ten per cent of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Multnomah County reserves the right to reject any or all bids.

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
62	Construction of Marquam Nature Trail. For information call Michael Metroke, Buyer, 248-4003. *2,500 Bid Surety Required. Special Prequalification of Bidders required.	1/17/80
68	Furnishing Nuisance Abatement Services for S.E. Portland Service District. For information call Michael Metroke, Buyer, 248-4003.	01/15/80
76	Labor, Materials & Equipment for improvement of SE 84 kAve. from Lafayette to Powell Blvd. For information call Michele Ackerman, Buyer, 248-4191. 10% Bid Surety Required. Prequalification of Bidders Required.	1/29/80

Invitation to Bid

The Housing Authority of Portland will accept sealed bids at 1605 NE 45th, Portland, Oregon 97213 until 2:00 pm (PST) Tuesday, January 15, 1980 for the following:

For 70-unit apartment at SE 47th and Clinton, Peaceful Villa (Ore 2-8) furnish all material and labor to remove existing oil burners from boilers and replace with natural gas fired burners and cap off existing oil piping. Pipe gas supply to each boiler room and to each boiler from meter location. Furnish and install gas fired domestic water heater and pump in each boiler room and disconnect existing domestic water storage tank heater and cap piping etc. as indicated on drawings and specifications.

Bid forms and specifications available at the Housing Authority Maintenance Dept. 8910 N. Woolsey Ave. Portlan, Oregon 97203 or call Mr. Max Fagg or Mr. Richard Jones at 249-5555 (503).

All bids must contain a statement that the provisions of ORS 279-350 relating to the prevailing rates of wage will be complied with.

PUBLIC NOTICE

Request for Letters of Interest for Federal Funding

The Department of Human Resources, Employment Division - CETA Programs - Balance of State of Oregon, having been designated by the Governor to apply for and use funds for the operation of employment and training programs under the Comprehensive Employment and Training Act of 1973 (as amended), is accepting letters of interest from prospective contractors for FY '80 Summer, and Fiscal Year 1981.

The Summer 1980 CETA Program is designed to serve disadvantaged youth ages 14 to 21, providing training and supervised employment throughout 27 counties of Oregon.

FY '81 Balance of State CETA programs will operate under Titles IIB/C, IID, IV YETP, IV YCCIP and VI contracting with selected organizations of demonstrated effectiveness to provide training, employment, and related services to the unemployed, underemployed, and economically disadvantaged of the 27 counties which comprise Balance of State.

Interested persons may write to Employment Division CETA Programs, 875 Union Street, N.E. Salem, Oregon 97311, attention Judy Redden, providing organization name, address, contact person, and IRS number. Attach a brief description of organization history in operating employment and training programs and ability to meet established goals at reasonable costs. All information submitted is subject to verification prior to possible designation as a potential service deliverer for BOS CETA Programs.

JOBS & training

WHAT: Training and placement program for production jobs with major electronics company new to Portland; jobs related to growing, slicing, polishing silicon crystals.

WHERE: Training at Portland Community College; jobs on St. Helens Road near St. John's Bridge.

WHEN: First phase training starts August 1, taking 16-32 weeks, depending on job; full-time jobs start March 1, 1980.

WAGES: Eligible trainees receive training allowances for training program; starting wages vary depending on job.

HOURS: Plant will run 3 shifts daily, 7 days a week; employees work rotating shift schedule.

ELIG: No experience required. To be eligible to apply for training program you must be:

- unemployed or underemployed,
- 18 years of age or older,
- a U.S. citizen or alien with work permit
- with-in U.S. Dept. of Labor low-income standards,
- a resident of City of Portland.

BRING: Applicants must bring documents to verify eligibility. Items should include:

- Social Security Card,
 - Proof of last 6 months family income,
 - Proof of Residency/Address.
- If appropriate also bring:
- Alien Work Permit,
 - Unemployment Claim Card,
 - Public Assistance Card,
 - Veteran Status Papers.

Call 248-5878 to learn more about documenting your eligibility.

APPLY: Call the Training and Employment Division of City of Portland, 248-5848 or come to 310 SW 4th, 2nd floor, Board of Trade Building, to arrange intake appointment. Applications open through July 16. Minorities, veterans, displaced homemakers, women, handicapped urged to apply.

The Training & Employment Division is an Equal Opportunity Agency.