social services,

business administration.

(Note: Additional ex-

perience may be sub-

stituted on a month-for-

month basis for up to

two years of academic

training. Desirable

Master's degree in public

administration, business

administration or related

field; experience in the

delivery of mental health

or general health-care

services; experience in

areas of resource

generation and/or grant

management; experien-

ce planning and for-

mulating the goals and

objectives of an agency,

a major program, or

work group; demon-

tively manage staff;

training or experience

REFISTERED NURSE

CORRECTIONS

\$1,197 - \$1,691 Monthly

duties involve physical

assessments, sick call,

medication and treat

ment rounds. Applicants

must be available for all

shifts and weekends on a

rotating basis. TO

QUALIFY applicants

must have graduated

from a school of

professional nursing with

accrediation at time of

graduation; and possess

of a current license to

practice as a registered

professional nurse in the

OPENINGS occur

regularly in various

corrections facilities, in-

cluding the Courthouse

jail, Rocky Butte jail and

Claire Argow Center

APPLICATIONS will be

taken on a continuous

basis until a sufficient

number are received to

examination. WHERE

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COUNTY PERSONNEL

OFFICE.

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Portland, OR 97204

PHONE: (503) 248-5015.

An Equal Opportunity

Employer

schedule

TO APPLY:

of Oregon

Portland Observer JOB FINDER

PERSONNEL ASSISTANT

Permanent half-time position assisting with records keeping, preparation of reports, various employment procedures, correspondence, typing, filing, phones, etc. Must exercise discretion and initiative. Minimum 2 years progressively responsible clerical experience, preferably in a personnel related function; accurately type 60 wpm.

Oregon Regional Primate Research Center

505 N.W. 185th Beaverton, OR 654-11141

Equal Opportunity Employer

Lady with experience center near Boise needed for day care school. Call 644-1840.

EXECUTIVE DIRECTOR

The Executive Director is the chief administrator of the Albina Action Center, a community based organization, and responsible to the Board of Directors for the proper administration and leadership of its policies and practices. The Executive Director has active direction, management and supervision of the business affairs and employees of the corportation. The Executive Director is expected to know the status of every project at all times, as well as to provide the Board with recommendations on how policy and programs may be improved. The Director shall attend all board meetings and should be an active participant in the Board's business.

SKILLS:

A combination of education and/or experience in social work, social sciences or business. Experience in supervising, budgeting, and control of programs. Knowledge of the Community Services Administration act of 1974 and other related federal and state statutes; knowledge of community organization, awareness of social, political, economic and scientific trends; ability to motivate others, communicate effectively, establish effective working relationships with others, including low income.

SALARY:

\$18,000 - \$23,000 per year. To apply: send resume and a cover letter describing how your experience, qualifications, and interest have prepared you for this position to:



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PATRICK GRANT PERSONNEL CHAIRMAN THE ALBINA ACTION CENTER 4128 N.E. Union Portland, Or. 97212

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· Insulators (pipe coverers)

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For More Information:

Call toll free 1-800-426-5996

(You may leave a message at these numbers outside of our working

hours. Messages recorded after working hours.)

OR MAIL RESUME TO:

Applications due by May 31, 1980

TAAC is continually seeking qualified applicants. We welcome applicants and refer to them when openings become available. Applications may be completed Monday through Friday, 10 - 12 P.M.

An Equal Opportunity Employer

PSNS

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Food Service Attendant

On call, temporary cafeteria work available both day and swing shift. Prior experience in food preparation and serving helpful. These jobs can lead to rmanent positions.

Keypunch Operators

We have immediate permanent openings for swing shift Key Punch Operators. Formal keypunch schooling or equivalent experience required. Familiarity with 129 IBM card punch or Inforex key to disc

Part Time Assembler

Part time positions available for electronic assembly work. Good vision and the ability to do detailed work required. Training will be provided.

Clerk Typist

Will perform diversified clerical, statistical, skilled duties. Average typing

Secretary

Will perform advanced secretarial. stenographic and clerical duties. Two years secretarial training or experience required. Above average typing ability and shorthand or transcription skills necessary.

Benefits include liberal insurance and retirement programs, educational support

and profit sharing plan.

Apply at Tektronix, Industrial Park or
write to TEKTRONIX, INC., P.O. Box 500-P. An equal opportunity employer m/f/hc

Tektronix

CITY OF PORTLAND ACCOUNTING ASSISTANT \$934 to \$1,234

Will maintain subsidiary budgetary and accounting records; perform manual posting of certain transactions; review and analyze accounting documents; assist in payrool preparation and other related office

APPLY Portland Civil Service

510 S.W. Montgomery Portland, OR 97201 No later than Monday, June 9, 1980. Women and minorities are en-

couraged to apply. An Equal Opportunity Employer

AQUATICS PERSON

Part-time at Community Gonzalez at 282-2571.

Center. Life guard; teach lessons to adults, children and seniors; pool duties. w.s.i. preferred. \$3.40 to \$3.70 depending upon experience. Contact Joyce

TEACHER

Teacher for daycare. Full-time position with 21/2 years - 6 years preferred with education or experience. Interview 6-2-80. Start 6-23-80. Call 236-8492.

BIOLOGICAL OCEANOGRAPHIC **TECHNICIAN**

(Research Assistant Unclassified)

Research Assistant Unclassified at the Marine Science Center, Newport, Oregon. A B.S. or B.A. degree in the biological sciences is required; emphasis in marine biology is preferred. The incumbent will collect and maintain marine fishes in the laboratory, assist in laboratory spawning, rear larval stages, and culture food organism. Marine laboratory and some sea-going experience is necessary. Salary: \$12,000 per annum. Send resume and names of three referen-

ces by 10 June 80 to: G.W. Boehlert School of Oceanography

Oregon St. University Corvallis, OR 97331 Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with section 504 of the Rehabilitation Act of

SUBSIDIZED FAMILY HOUSING

(Upshur Housing)

We are now taking applications for our 30 unit complex, located between Northwest 26th and 27th on Upshur in Portland. We have 8 one bedroom, 12 two bedroom, and 10 three bedroom units, with two (2) units designed for the handicapped. A family of four, may qualify with income under \$14,000 per year, or a single person with an annual income under \$10,200. Rent will be approximately 25% of your adjusted monthly income. For application call or write:

TOM WALSH & CO.

3015 S.W. 1st Portland, Oregon 97201

224-6084 between 9 a.m. and 4 p.m., Monday through Friday's only.

A pre-application form plus further information will be sent, Housing and Urban Development Subsidy Section 8, administered by the State of Oregon Housing Division.

ASSISTANT SCIENTIST PERINATAL PHYSIOLOGY

Investigating endocrine-vascular relationships in parturition in rhesus monkeys. Candidates must have experience in reproductive endocrinology, radiotracer work, statistical methods, and radioimmunoassays.

Oregon Regional Primate Research Center 505 N.W. 185th

Beaverton, Oregon (645-1141) Equal Opportunity Employer

ADMINISTRATIVE SECRETARY

Health/Physical Education/human Services Length of Employment: Full-time, 12 months per year

Minimum Selection Criteria: Typing 50 words per minute, shorthand 80 words per minute. Applicant must be able to respect confidential information. Must have excellent knowledge of the English language, spelling, general office practices, procedures and operation

of office equipment. Candidate must be a high school graduate or equivalent. Candidate must have two (2) years previous office experience, one of which is secretarial. (College training may be substituted for previous experience on a two-to-one basis.) Ability to communicate effectively with staff, students and the public

Position Description:

Serve as secretary to the Assistant Dean/Health/Physical Education/Human Services. Responsible for the general operation of the office, which will include supervision of parttime, work study personnel. Responsible for inquiries regarding class schedules, and course offerings within this division. Duties will include typing and filing of correspondence and course elated materials, recording and transcription of minutes of meetings, maintaining office supplies and accounts. Other duties as assigned.

Salary:

\$842.00 to \$926.00 per month (79-80 Support Salary Schedule) Salary will increase July 1, 1980 to approximately \$925 - \$1018 per month.

Starting Date: Immediately

Application Deadline: Open until sufficient applications are received.

CATALOGING LIBRARIAN

Length of Employment:

Full-time (40 hours per week), 9 months per year, mid-September through mid-June Vacation periods taken during school recess. (Christmas and Spring breaks)

Minimum Selection Criteria:

Must have MLS degree, must have had experience in cataloging, using the LC Classification System, must be familiar with AACR II and library automation, must hve had at least two year's library experience, preferably in cataloging. Assignment:

Catalog and classify all library materials according to the LC Classification System, and train and supervise the part-time music cataloger, supervise the maintenance of the card catalog and the shelf

Starting Date: September 15, 1980.

Salary From \$14,244 to \$17,544 (1979-80 salary schedule) \$15,672 to \$19,296 (approx 80-81 salary schedule) Application

Application Deadline: Closing date - June 18, 1980. Screening will take

place June 24, 25, and 26. Finalist interviews will take place July 1, 2, and 3, 1980.

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

CITY OF PORTLAND MISDATA CONTROLLER

\$1,884 to \$1,999 MIS Data Controllers work within different departments bureaus in the City. Will be responsible for aptechnical plying knowledge management principles to the development and operation of a computerized data base system. Will analyze bureau needs and coordinate input and output requirements of the system. Will work closely with the Bureau of Computer Services and higher

management. APPLY Portland Civil Service 510 S.E. Montgomery Portland, OR 97201 No later than Monday, June 9, 1980. Women and minorities are encouraged to apply. An Equal Opportunity Employer

PURCHASING AIDE Unified Sewerage

Agency \$1066 per month with periodic step increases; graduation from a senior high school; A.A. degree preferred. Two years of increasingly responsible experience in a purchasing, storekeeping, computer entry, & bookkeeping; or any satisfactory combination of exp. and training. Apply for above position at:

Washington County Personnel Room 305 150 N. First Ave.

Hillsboro, OR 97123

(648-8606) An Equal Opportunity Employer Women and minorities urged to apply.

CITY OF PORTLAND C.€.D.S. PROGRAM MANAGER

\$26,603 to \$28,870 Program management and admin. staff work analyzing developing and coordinating the City's Comprehensive **Economic Development** Strategy (C.E.D.S.). Work will involve preparation of project descriptions; oral presentation of project and operating reports to City Council and various other agencies and groups; and supervision technical and professional support

personnel. APPLY Portland Civil Service 510 S.W. Montgomery Portland, OR 37201 No later than Monday, June 9, 1080. Women and minorities are en-

couraged to apply. An Equal Opportunity Employer

CITY OF PORTLAND ECONOMIC DEV. DIRECTOR \$36,650

Administrative and professional work planning, organizing, directing, and evaluating the city's **Economic Development** Program. As head of the Economic Development Bureau the Director will assist in facilitating the private market expansion of jobs for city residents and to attract and retain business and industry within the City of Portland. Will establish longterm goals and objectives, administrative policies and procedures and prepare the annual budget.

APPLY Portland Civil Service 510 S.W. Montgomery Portland, OR 97201 No later than, June 2, 1980. Women and minorities are encouraged to apply. An Equal Opportunity Employer

MULTNOMAH COUNTY

DENTAL SERVICES COORDINATOR (Program Development

Specialist) \$1429 - \$1761 Monthly. Assists the Dental Health Officer in the coordination of dental health services to the indigent. Specific responsibilities include providing liaison between Dental Health Section and Project Health Division concerning eligibility and selection of enrollees for new dental facility; training Project Health enrollment staff and outside referral agencies about availability requirestrated ability to effecmentsd of community resources for dental care; conducting onworking with alcoholics. going evaluation of costs, utilization and APPLY for the above services distribution of position no later than 4:30 PM, Friday, June two dental health 20, 1980 education promotional materials; and preparing technical reports as required. TO QUALIFY applicants must have one year of experience in Performs professional program planning, nursing duties for incarcerated persons at development various County correcevaluation of a dental health care or dental tions facilities; specific

DIRECTOR, HOOPER MEMORIAL DETOX

health education

program. APPLY for the

above position no later

than 4:30 PM, Friday,

June 6, 1980.

CENTER (Program Manager 1 Unclassified)

\$20,880 - \$31,320 annually, depending upon qualifications and experience. The Director has the management responsibility for assuring the effective operation of the Hooper Memorial Center. Hooper Memorial is an alcohol recovery center serving the greater Portland and Multnomah County areas and is a 24-Hour operation consisting of a 5-day volunmedical detoxification program

and a civilian-supervised voluntary and involuntary civil hold program. TO QUALIFY minimum two years administrative experience in the area of social services, health or human services AND Bachelor's degree in

public administration, PART TIME WORK

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The successful candidate will have at least two years hardware and software experience in microprocessor applications. Must be familiar with development systems, logic analyzers, and trouble shooting techniques. Must be familiar with assembly language, PL/M, structured programming, math and control algarithms. Responsibiliteis will include software and hardware construction, trouble shooting and design

In addition to competitive salaries and outstanding benefits, employment with B-D Drake Willock offers the individual a career development opportunity with Becton Dickinson & Co. If you have drive and qualifications we would like to hear from you. Your resume should be sent to:

B-D DRAKE WILLOCK

13520 SE Pheasant Court Portland, OR 97222 Attn: Human Resources

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