

Portland Observer JOB FINDER

CITY OF PORTLAND ENGINEER VII PUBLIC WORKS \$37,540

High level administrative and professional engineering position directing a major bureau in the Department of Public Works. An immediate appointment to the Bureau of Maintenance is scheduled to be made as a result of this announcement. Must be a registered P.E. in Oregon or be capable of obtaining Oregon registration. Will have full responsibility over bureau staff. Work will be reviewed by Public Works Administrator. For complete information and application materials, call or write:

Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201
(503) 248-4352

Women and minorities are encouraged to apply.
An Equal Opportunity Employer

BILLING CLERK OPS BLUE SHIELD

Accounts Receivable training plus work experience pref. Light typing and good communication skills, experience with computer print-outs helpful. Position offers mixture of premium billing and public contact. Excellent benefits and promotional opportunities available. Contact Pam Smith, 243-7406 after 8:30 am.

An Equal Opportunity Employer
Handicapped Welcome

COMPOSER OPR OPS BLUE SHIELD

Will train typist to operate composer typewriter in printing dept. Accurate typing 60 wpm, experience, or aptitude in form layout, skills in spelling, punctuation, sentence structure required. Excellent benefits and growth potential. Contact Pam Smith, 243-7406.

An Equal Opportunity Employer

VOCATIONAL INSTRUCTORS Building Maintenance Diesel Auto Heating and Air Condition Landscape and related trades

The Oregon State Penitentiary has an immediate opening for vocational instructors to teach inmate students at the maximum security institution in Salem. Must meet journeyman qualification and have the ability and communication skills needed to work and teach the trade mandatory retirement at age 60. Male only. For further information contact Tony Crowley 378-2217.

SALES SECRETARY
KMKJ Radio is looking for a full-time Sales Secretary. Typing and good organizational skills required. Salary negotiable. Call 246-1433 for appointment or more information. KMKJ is an Equal Opportunity Employer.

INSURANCE PROVIDER SERVICES REPRESENTATIVE

Individual responsible for maintaining favorable relations with health care providers by promoting Blue Cross policy and philosophy. Will assist with developing provider educational and materials; instruct and train providers in all aspects of Blue Cross and government claims procedures; review new provider programs and facilities; and provide assistance to providers on business office practices.

Successful candidate will have college degree, preferably in education, with a minimum of 2 years in the health-care field. Research and analysis skills necessary. Candidate must also possess excellent oral and written communication skills. Interested individuals may apply or send resume to:

BLUE CROSS OF OREGON
100 SW Market
Portland, OR 97201
Equal Opportunity Employer

CITY OF PORTLAND HCD COORDINATOR

\$2,030 to \$2,134

Admin. staff work in the Office of Housing and Community Development responsible for monitoring and assessing impact and effect of HCD grant funding; compliance with local and federal rules and regulations; and performance in planning, programming and executing projects and programs funded by HCD Block Grant Funds.

APPLY
Portland Civil Service
510 S.W. Montgomery
Portland, OR 97201

No later than Friday, August 22, 1980. Women and minorities are encouraged to apply.
An Equal Opportunity Employer

HOME

"Beautiful Bungalow"
Spacious two-bedroom, large living room and dining room, new kitchen and bath, wall to wall carpet, large garage. Well maintained yard. \$43,950. Address: 4517 N.E. Rodney. Owner, Bruce Lawson 292-1600 or 287-0199. Opened Saturday and Sunday, 81617 from 1-5 p.m.

VETERINARY SURGERY TECHNICIAN

Permanent full-time position as member of surgical team. Setup and operate various types of gas anesthesia machines, physiological recorders, etc. Administer various types of injectable and gas anesthetics, monitor animal's vital signs, administer supportive drugs and fluids, may assist surgeon in operations. Requires knowledge of anatomy, physiology and micro-biology. Familiarity with medical equipment and instrumentation desirable. Must be TB negative and not allergic to animal hair or debris.

Oregon Regional Primate Research Center
505 N.W. 185th
Beaverton, Oregon 97005
645-1141

Equal Opportunity Employer

ACCOUNTING SUPERVISOR

Excellent career opportunity for candidate with bachelor's degree in business administration or 2 years supervision experience in business office environment. Responsible for all activities related to the establishment and maintenance of all non-group contractors. Applies basic underwriting regulations to subscribers to ensure strict adherence to plan regulations. Provides for proper and timely billing and reconciliation, to ensure efficient service to non-group subscribers. Responsible for hiring, training, and motivating 17 subordinates to ensure production performance and continuity of work. Excellent benefits; starting salary commensurate with experience. Interested individuals may apply or send resume to:

BLUE CROSS OF OREGON
100 SW Market
Portland, OR 97201
Equal Opportunity Employer

PERSONNEL DIRECTOR

Lewis & Clark College Private, liberal arts college in Portland, OR is seeking an individual to be responsible for personnel policy review, personnel records, recruitment, classification and wage reviews, EEO, benefit package administration, and labor relations. Three years of professional personnel experience required. Background in higher education preferred, but not required. Starting salary range is \$20,995 to \$23,720. To apply, Submit letter of application, resume, and three current letters of recommendation by August 29, 1980 to:

Personnel Services
Lewis & Clark College
0615 S.W. Palatine Hill Rd.
Portland, OR 97219

For further information, call (503) 244-6161, ext. 330.

An Equal Opportunity Employer

BLUE CROSS OF OREGON

100 SW Market
Portland, OR 97210
Equal Opportunity Employer

CARS (Antique)

'63' Lincoln 4-door convertible classic. Excellent investment, full power. Price \$6,250. Phone - 246-4784.

CASHIER

Lewis & Clark College
Business office - student loans. \$711.00.

244-6161 Ext. 330
Equal Opportunity Employer

BUS DRIVERS

\$4.60 - \$5.10 per hour

Free training now for permanent, part-time positions driving a school bus. No previous bus driving experience necessary. Excellent working conditions and benefits. Homemakers, students and retirees welcome.

COLUMBIA BUS SERVICE

6765 NE Columbia Blvd
Portland, Oregon
284-6468
Equal Opportunity Employer

COMMUNITY SERVICE COORDINATOR \$13,500

We are seeking master degree in Early Childhood or adequate day care experience. Administrative and/or organizational experiences, supervisory expertise, writing skills. Ability to deal with diverse community groups. Equal Opportunity employer. Apply or send resume to:

4-C
1110 SE Alder
Portland, OR 97214
238-4320
Apply by August 20th.

WORD PROCESSING TECHNICIAN TRAINING

Large Insurance Company is seeking an individual who would like to learn how to operate Word Processing Equipment. Must be able to type a minimum of 50 wpm, have knowledge of proper spelling, grammar, and punctuation. Salary \$167-234 week - Salary commensurate with experience. Our company offers excellent benefits and opportunities for advancement. To schedule an appointment for interview please call Helen Alberecht, 226-3761, ext. 240.



121 SW Salmon, Suite 900
Willamette Center
Portland, OR 97204

An Equal Opportunity Employer

CLERICAL DATA ENTRY OPERATOR

Excellent opportunity for candidate with 6 months alpha and numeric keypunch experience. Full benefit package and excellent starting salary. Call for appointment, 225-5405.

BLUE CROSS OF OREGON
Equal Opportunity Employer

LEWIS & CLARK COLLEGE SECRETARY

Lewis & Clark College, law school - word processing Secretary \$711.00.

244-6161 Ext. 330
Equal Opportunity Employer

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 per cent (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 BID NO. DESCRIPTION BID OPENING DATE

| BID NO. | DESCRIPTION | BID OPENING DATE |
|---------|---|------------------|
| 20-A | Furnishing Estimated 500,000 Rounds of .38 Calibre Practice Ammunition. For information call Maxine Albright, Buyer, 248-4002. 10% Bid Surety Required. | 08/15/80 |
| 23 | Furnishing Proposal for Paper Recycling Program, Phase I. For information call Harold Vaughan, Purchasing Manager, 248-5375. 10% Bid Surety & Special Prequalification of Bidder Required. | 08/22/80 |
| 24-A | Furnishing Annual supply of Tires. For information call Nancy Kearney, Buyer, 248-4003. 10% Bid Surety Required. | 08/26/80 |
| 25 | Labor, Material & Equipment for 66-Inch SE Feeder Line. For information call Carlton Chayer, Ass't Purchasing Mgr., 248-5374. 10% Bid Surety & Prequalification of Bidder Required. | 08/26/80 |
| 26 | Labor, Material & Equipment for Storm Sewer Reconstruction. For information call Maxine Albright, Buyer, 248-4002. 10% Bid Surety and Prequalification of Bidder Required. | 08/19/80 |
| 19 | Labor, Material & Equipment for Reroofing Memorial Coliseum. For information call Carlton Chayer, Ass't Purchasing Manager, 248-5374. 10% Bid Surety and Prequalification of Bidder Required. | 08/26/80 |

ATTENTION: Elderly Persons, Disabled Persons and Low Income Families

Housing Assistance Program Opening

Beginning at 8:00 a.m. August 15 and ending 4:30 p.m. August 22, the Housing Authority of Portland will accept applications for the Section 8 Housing Assistance Payment Program from these low income individuals and families that meet HAP's eligibility requirements. Under the program we pay a portion of your rent based on your income. If you are currently on hap's conventional waiting list, you must make another application specifically for this program. However, you won't lose your place on the conventional list if you do apply.

To have your name placed on the list, call 249-5534/36/38 or come down to our office at 1605 NE 45th. We are pledged to the letter and the spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, religion, or national origin. Equal Housing Opportunity.

REQUEST FOR PROPOSAL

Consistent with City Council Resolution #32338, the City wishes to provide support to the State Department of Transportation assisting eleven (11) firms fully displaced or with partial facility displacement by the Alternative to I-505 Highway project. These firms, all of which are industrial or warehousing, are located in the N.W. Industrial District and represent over 400 jobs in the City.

PROJECT DESCRIPTION

The thrust of the consultant work will be to address and resolve issues and concerns of these firms so that their requirements for remaining a viable business in Portland will be met. Such concerns include, remaining in the N.W. area, rail access, high visibility in a new location, and possible financial assistance.

Specific project objectives sought are:

- 1) The identification of clear public priorities for each firm, on a firm by firm basis, as to the assistance effort appropriate by the City that is consistent with the City Economic Development policy.
- 2) Development of complete and detailed Relocation Assistance Plans for firm, including site identification and financial assistance needs and resources, and red tape cutting needs.
- 3) Assurance that each firm is provided with a reasonable alternative to relocating outside of the City.
- 4) Implementation of the firm by firm assistance package in coordination with City and State staff from the Bureau of Economic Development, the Bureau of Planning, the Portland Development Commission, and State Department of Transportation.

CONSULTANT WORK

The consultant work is to be completed within 8.3 months from contract date, for the amount of \$51,200, and will include, but not limited to the following:

- 1) Contract and interview each firm so as to analyze their need for City assistance beyond that provided by the State Department of Transportation. This analysis will be relative to the firm's internal capability for financial self support, real estate needs, and City resource needs.

- 2) Assist firm in identifying suitable sites within the City, for relocation such expansion space is provided, when possible.

- 3) Assess and recommend a possible industrial site within the City, for relocation of these firms, and recommend the appropriate level and source of public participation.

- 4) Provide the Business Assistance Specialist with a firm by firm Relocation Assistance Plan, and as appropriate during this contract, implement the assistance plan to help a firm relocate.

- 5) Follow up on each business affected by the project in order to meet all stated objectives.

- 6) Carry out all activities consistent with the promises that the State Department of Transportation responsibilities as explained in FHWA Program Manual Volume 7, Chapter 5, Section 1, 2, and 3, will take precedence.

- 7) Make written monthly progress and projection reports to the Business Assistance Specialist, and provide weekly status briefings.

CONSULTANT CAPABILITIES

1. Knowledge of business management and finance.
2. Knowledge of real estate finance and business location considerations.
3. Knowledge of public and private financial tools.
4. Knowledge of the sensitive nature of government/business relations.

SELECTION OF THE CONSULTANT

Selection of the consultant by the City will be based on an evaluation of proposals submitted by consultants. In preparing proposals, consultants should not be limited by the tasks and responsibilities outlined above. Rather, consultant may refine or add to the elements described. Selection criteria includes:

1. Extent to which the proposal indicates the consultant's capacity to understand, undertake, and complete the required work in the time specified.
2. Extent to which the proposal indicates by what methods the project work will be accomplished.

3. Capability of the consultant to begin work by September 8th.

4. Previous experience in: working with industrial businesses, business finance and development, and in working with public agencies and private firms.

5. Ability to present information, plans and recommendations clearly and concisely, both verbally and graphically.
6. Qualifications of the personnel to be involved in the project. Resumes are required.

In addition, a detailed estimate of costs should be included in the proposal. Cost is not the dominant factor in the selection process. However, cost will be used in making the ultimate selection as a standard for comparing among firms the value of the services to be rendered.

The maximum compensation available for the consultant work is \$51,200.

Proposals should be prepared simply and economically to provide a straight forward, concise delineation of capabilities proposed to satisfy the requirements of this RFP. Elaborate brochures or other representations are neither requested nor desired.

The City may award a contract, based on initial proposal received, without discussion of such proposals. Therefore, each initial proposal should be submitted on the most favorable technical and financial terms that the consultant can submit to the City.

This RFP does not commit the City to pay any costs incurred in connection with any services. The City reserves the right, without qualification, to accept or reject any or all proposals, to negotiate with any and all interested consultants regardless of the terms of the original proposal, and to request additional clarifying information. Those firms submitting written proposals will be advised of the firm selected.

Three copies of the proposal must be received no later than 5:00 p.m., August 19, 1980. The proposal is to be addressed to:

The City of Portland
Bureau of Economic Development
620 S.W. Fifth Avenue, Room 610
Portland, Oregon 97204

Attention: Fred Milton, Manager
Business Assistance Office