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283-0090

POSITION ANNOUNCEMENT

Account Representative

Annual Salary Range: \$18,512-20,842

The Portland Private Industry Council has an opening for an Account Representative at its Northeast Youth Institute, which will be serving out-of-school youth between the ages of 16-21.

This position will involve contacting employers to develop job leads that will result in job placements for youth completing training.

Requirements include at least 2 years experience in marketing. Must possess excellent communication skills. Background in public relations desirable. Qualified applicants should submit a resume to:

E. Bauder

Portland Private Industry Council, Inc.
1120 S.W. Fifth Room 400
Portland OR 97204

Closing date September 26, 1984.

*Women and Minorities are encouraged to apply.
An EEO/Affirmative Action Employer.*

CHIEF ACCOUNTANT

\$28,000 - \$30,000 Starting Salary

Assist Financial Services Director in supervising budgeting, accounting, reporting functions for City's redevelopment agency with a \$50M budget. Desirable qualifications include CPA or CMA, knowledge of accounting and auditing principles; government budgeting; supervision; skill in preparing financial statements in accordance with GAAP & GAAFR.

Send resume to address listed below. Application deadline is September 28th.

SECRETARY

\$14,780-\$16,116 Starting Salary

Economic Development Department needs secretary with top notch organizational, telephone, clerical skills to provide support for a variety of projects including an aggressive business recruitment program and major development project.

Fill an application at the address listed below between 9:00 a.m. - 4:00 p.m., M/F.

Portland Development Commission
1120 S.W. Fifth Avenue, Suite 1102
Portland OR 97204

An equal opportunity/Affirmative Action Employer.

PORTLAND CENTRAL CITY PLAN

Central City Plan Manager

Senior level planning/development professional to serve as manager for Central City Plan. Manager will guide implementation of 2 1/2 year planning program covering Portland central city area. Duties include overseeing staff and consultants to complete comprehensive planning and policy effort. Manager reports to 15-member Citizen Steering Committee.

Applicants must have substantial experience managing similar urban planning/development programs, strong organizational and communications skills, budget experience, and proven ability to work well with citizens, elected officials, public agencies, community and business groups. **Deadline to apply for manager: October 1, 1984.**

Administrative Assistant

Seeking applicants to serve as administrative assistant for Central City Plan. AA will handle day-to-day administration and support for 15-member Citizen Steering Committee which oversees the planning.

Applicants must have administrative experience in similar capacity, and familiarity with planning and development issues. Prior experience as staff to appointed advisory group also desirable. **Deadline to apply for administrative assistant: October 15, 1984.**

Salary and benefits negotiable. Qualified women and minorities are encouraged to apply. Applications available from

Don Barney & Associates
Suite 802
620 SW Fifth
Portland OR 97204
(503) 222-0146

