

**CITY OF PORTLAND**

**Arts Commission  
Program Coordinator**  
\$9.07/hr. to start

**Mediation Specialist**  
\$1,631/mo. to start

Apply by June 3, 1985.  
All positions include City-paid benefits.  
**RESUMES WILL NOT BE ACCEPTED.**

Apply to:  
**Portland Civil Service**  
1220 S.W. Fifth Avenue, First Floor  
Portland, Oregon 97204  
or  
**Urban League**  
10 N. Russell  
Portland, Oregon 97227

**CONTRACTORS WANTED**

The Housing Authority of Washington County is operating for Washington County through their Office of Community Development, various home repair programs and the Housing and Community Development Program, Rental Rehabilitation. All of these programs require that the property owner hire a licensed and bonded contractor to perform the appropriate repair construction.

If you are not already on our contractor's list, please call the Housing Authority of Washington County for an application form. The Housing Authority is an equal opportunity employer. (640-9780)

Under Title 8 of the Civil Rights Act of 1968, it is illegal to discriminate against any person because of race, color, religion, sex or national origin.

**PROGRAMMER ANALYST**

The successful candidate will have a minimum of 3 years experience with an IBM Systems 38, RPG III CL, and demonstrated analyst skills. This position will provide assistance and back-up to the MIS director. Supervisory experience is preferred. Good communication skills are essential. Submit resumes no later than May 31, 1985 to:

**American Red Cross, Personnel**  
P. O. Box 70  
Portland, OR 97207  
*Equal Opportunity Employer*

**DIRECTOR  
PLANNING & SERVICE  
COORDINATION LEVEL 18  
Northwest Regional  
Educational Laboratory**

**DUTIES:** The Director will be responsible for:

- Coordinating all institutional planning.
- Coordinating the preparation of long range strategic planning.
- Coordinating the collaborative planning and implementation of activities and service among all NWREL programs.
- Coordinating the activities of the Laboratory, carried out in collaboration with other R&D performers incl laboratories and centers in the national network.
- Coordinating activities in relation to major new laboratory thrusts.
- Coordinating essential institutional functions, incl regional need sensing, diagnosis of client problems/needs and institutional self evaluations.
- Supervising work units specifically assigned, monitoring and reviewing for cost, quality and progress performance, as well as planning for improvements as needed.
- Managing and implementing program activities as required.
- Planning and developing proposals for current work areas and new programs/projects.
- Insuring that laboratory policies and procedures are followed as assigned work is carried out.
- Establishing and maintaining contact between the laboratory and practitioner groups and associations and maintaining laboratory visibility with these groups and agencies.
- Serving as liaison for the Board of Director's Program Committee.

**QUALIFICATIONS:**

- Doctorate degree; however, exceptional training and experiences may be

considered in lieu of a doctorate.

- 3 yrs experience and demonstrated expertise in the areas of institutional planning and program coordination.
- 3 years experience as an administrator/manager in an education or education related agency.
- Broad experience in conducting a variety of needs sensing activities.
- Experience in working with chief state school officers and local education agency superintendent and principals.
- Proven abilities to relate effectively with personnel in educational related associations.
- Excellent skills and 3 yrs experience in fiscal management and contract and grant administration to include cost analysis and projection of assigned efforts.
- Knowledge of research and development networks
- Proven ability to provide effective leadership.
- Broad experience and proposal development.
- Exc oral and written communication skills.
- Demonstrated awareness and commitment to educational equity.
- Excellent interpersonal skills.

**SALARY RANGE:**

\$38,419 - \$50,000 per annum.

**TERM OF EMPLOYMENT:** Position available on or about July 1, 1985.

**APPLICATION:** Resumes must be received in Personnel Office by 5 o'clock p.m., June 15, 1985. In your letter of application, indicate the position for which you are applying. After screening, selected candidates will be interviewed. Apply:

**Personnel Office, Northwest  
Regional Educational Laboratory**  
300 SW 6th Ave.  
Portland, OR 97204  
*Equal Opportunity Employer*