

### **INTERIM EXECUTIVE DIRECTOR**

10-1-86 to 6-30-87

The N/NE Community Mental Health Center, Inc. announces an immediate opening for an Interim Executive Director to serve for 9 months. A permanent Director will be chosen thereafter. The Interim Director may also apply for permanent directorship. Duties include: supervision of staff, grant/budget administration, personnel administration, fund raising activities and program administration. Minimum requirements: Masters Degree in Mental Health field, Public Administration, Business Administration & 5 years of clinical and supervisory experience in Mental Health or related field. Competitive salary with excellent fringe benefits. For additional information, contact:

**Bobbie Nunn**  
Search Committee  
N/NE CMHC Inc.  
310 NE Oregon  
Portland, OR 97232-2737  
(503) 239-8871

Closing date September 25, 1986

Affirmative Action/  
Equal Opportunity Employer

### **PURCHASING MANAGER**

\$34,356 to \$41,760/annually. Coordinates the purchase of goods & services; reviews specifications; manages the bidding process; prepares purchasing contracts. Req. formal training in purchasing and responsible exp. in purchasing a variety of goods & services; exp. in preparing bid specifications & contracts; exp. with Oregon public purchasing law preferred. County applications required, resumes NOT accepted. Apply by October 3, 1986 to:

Washington County  
Personnel  
150 N. First Ave., Room B-2  
Hillsboro, OR 97124  
An E.O.E.

### **PLANS EXAMINER A Limited**

\$2136 - \$2597/mo. Reviews commercial & other construction plans for code compliance. Req. at least two years of architectural or engineering training & 3 years of exp. as a B-level (residential, small commercial) building inspector or plans examiner; or at least 5 years of a combination of training & exp. in construction, including the interpretation of the plans & designs of concrete, metal, brick, & wood commercial buildings. Must be eligible for state certification as an A-level limited (nonstructural) plans examiner & must pass state test within six months after appointment. County application forms required, resumes NOT accepted. Apply by September 26, 1986 to:

Washington County  
Personnel  
150 N. First Ave., Room B-2  
Hillsboro, OR 97124  
An E.O.E.

### **ADMINISTRATIVE ASSISTANT**

\$1593-\$1937/mo. Provides para-professional, administrative support for the Washington County Cooperative Library; gathers statistical data & prepares reports; performs accounts payable/receivable functions; performs complex administrative support functions. Req. increasingly responsible exp. in an administrative support area & in secretarial or office mgmt; training in secretarial courses & recordkeeping; exp. in library setting & exp. with computers pref. County application forms required, resumes NOT accepted. Apply by September 26, 1986 to:

Washington County  
Personnel  
150 N. First Ave., Room B-2  
Hillsboro, OR 97124  
An E.O.E.

### **PROGRAM DEVELOPMENT SPECIALIST**

Salary Range: \$25,000-\$32,500

Assist in the planning, design and engineering of key public capital investments in the South Waterfront Project Area. Prepare work programs, site analysis, project budgets. Coordinate technical consultants and the preparation of plans and documents. Qualifications include a minimum of 3 years of project planning and/or construction coordination. Knowledge of architecture, engineering, construction management, urban design or urban development is necessary. Fill in Commission application form and return by September 26, 1986. Resumes are not accepted as a substitution for completed application form.

Portland Development  
Commission  
1120 S.W. 5th Avenue  
Ste. 1102  
Phone 796-5349

An Equal Opportunity/  
Affirmative Action Employer

Housing Authority

### **GROUNDSMAN Immediate Opening**

The Housing Authority of Washington County is now accepting applications through September 30, 1986 for a Groundsman at \$7.73 per hour. Work involves such things as grass cutting, edging, weeding, bark dusting, planting and knowledge of fertilizers and their applications. Prior experience is preferred. Possession of a valid Oregon Drivers License is required. Additional information and applications can be obtained at:

Housing Authority Office  
560 S.E. 3rd Ave.  
Hillsboro, OR 97123  
Equal Opportunity Employer