

## PURCHASING MANAGER

The Port of Portland, one of Portland's leading employers is seeking a Purchasing Manager.

### QUALIFICATIONS PREFERRED:

Coursework or experience equivalent to a degree in accounting or business administration. Knowledge and experience in purchasing systems and practices; previous management or supervisory experience; knowledge and experience in modern methods of management; skill to analyze a variety of technical problems resulting from the diversified nature of the items of supplies and services purchased. skill in interpreting and applying applicable laws, rules, and directives; ability to develop and implement purchasing management policies, procedures, and systems; ability to work with a variety of users and publics in a diplomatic manner; knowledge of accounting practices and procedures; skill in documenting bid and proposal files; good verbal and written communication skills. Starting salary: \$27,100 to \$32,800 commensurate with experience.

Apply in person:

**Personnel Office**  
12th Floor  
700 NE Multnomah  
or call  
(503) 231-5000  
extension 700

for application materials. This position will remain open until sufficient applications are received, but may close anytime after 5:00 p.m., Friday, October 10, 1986.

Equal Opportunity Employer

## HELP WANTED

OVERSEAS JOBS \$20,000 to \$60,000 plus bonus. Job offers guaranteed. Free information. Doycorp, Box 697-LGS, Pocatello, Idaho 83201.

## Lane Community College

Communication Specialist  
10-Month Position

Application Deadline:  
October 20, 1986

### Assistant Reference Librarian

Application deadline:  
October 31, 1986

### Custodian

Application deadline:  
October 20, 1986

Call 1-726-2211 or write:

Lane Community College  
Personnel Services  
4000 E. 30th Ave.  
Eugene, OR 97405

For application and job description. LCC application must be received no later than 5:00 p.m. on deadline date.

An Affirmative Action  
Equal Opportunity Institution.

## HELP WANTED

HIRING NOW! Construction (all phases), drivers, machinists, mechanics, welders, airlines, (up to \$32.60/hr). (308) 382-3700. (We know who's hiring). Transcontinental Job Search. Fee required.

### PROGRAM COORDINATOR 1

(Asst. Accounts Payable Supv.)  
\$1867 - \$2370 Monthly

The Oregon Department of Transportation is accepting applications for the above position located in Salem. You must have equivalent to two years of steadily increasing responsibility in supervisory or staff level work in a technical function related to accounting, fiscal management or other related area; AND a Bachelor's degree or three more years of responsible pertinent experience. Contact ODOT Personnel, 419 Transportation Bldg., Salem, OR 97310, (503) 373-7663 for employment application and recruiting announcement.

Applications will be accepted until 5:00 p.m. on October 20, 1986.

The Oregon Department  
of Transportation



An EEO/AA Employer

## SECRETARY, LEVEL 3

(Reopened 2 positions avail)  
School Improvement  
Coordination Unit

The School Improvement Coordination Unit assists state and local education agencies in analyzing needs and planning and implementing programs, working with and through other organizations and agencies in the region. Special emphasis is placed on servicing rural and small schools, urban districts, state agencies and policy makers.

### QUALIFICATIONS:

- Three years successful secretarial experience with similar responsibilities.
- Ability to type 60 wpm with accuracy.
- Word processing experience -preferably Wang.
- Experience in manuscript/report formatting and final production typing.
- Excellent spelling, grammar and punctuation skills.
- Experience in maintaining filing systems.
- Ability to organize work and carry out assignments to successful completion with minimum supervision.
- Ability to work well under pressure and with minimal supervision.
- Good interpersonal skills.

SALARY: \$12,503 \$12,600 depending on background and exp.

APPLICATION: Letters of application and resumes must be received in the Personnel Office by 3 pm on Thursday, Oct 16, 1986. In letter of application, please indicate that you are applying for the Secretary, School Improvement Coordination Unit position. After initial screening of applications, candidates will be contacted for interviews.

### APPLY TO

Personnel Office  
Northwest Regional  
Educational Laboratory  
300 S.W. Sixth Ave.  
Portland, OR 97204

An Equal Opportunity Employer