

## ADMINISTRATIVE ASSISTANT I

\$1582-\$2002/mo. Prof. admin. staff—work assisting a division of a large multijurisdictional Parks Dept., 4 yr. degree with coursework in Parks & Rec., Public Admin., or equivalent combination of experience/training providing knowledge of parks maintenance principles; proven verbal and written skills; Experience working with citizen groups, boards; and exp. using microcomputers utilizing data base & spreadsheet software in budget preparation desired. Closing date: April 3, 1987. Apply:

City of Salem  
PERS. Dept., Rm. 225  
555 Liberty S.E.  
Salem, Oregon 97301  
E.O.E.

## DIRECT SALES REPRESENTATIVE

Door to door sales of cable television services. Must have dependable transportation. Must be clean cut, personable and have a neat appearance. Send resume to:

Marketing Department  
c/o R. Brookings  
P.O. Box 8677  
Portland, OR 97207

Equal Opportunity Employer



## FOR SALE

### COMFORT INN & RVs

40 ROOMS, 30 RVs  
GOOD CASH FLOW

For absentee owner or retirement couple. Spokane, WA. Contact Matt Hawkins, CCIM, (509) 838-2511, James S. Black & Co. Commercial Inc., SO. 107, Howard St., Spokane, WA 99204.

## SENIOR AVIATION PLANNER

The Port of Portland is seeking two aviation planners. One will be responsible for strategic and business development planning and the other will be responsible for physical (land-use) planning.

### Preferred Qualifications (Strategic Planner)

- Demonstrated strategic or market planning and business development skills. Aviation Market planning background is helpful.
- Previous experience showing professional progression through levels of planning and project management responsibility.
- Demonstrated ability to effectively coordinate work with public officials, general public, and aviation customers.
- Technical expertise in airport, airline industry or strategic planning.
- Familiarity with the aviation industry. (Industry trends analysis, etc).
- Demonstrated ability to communicate effectively in writing, orally and in presentations.
- Demonstrated ability to work on or lead an interdisciplinary team.
- Ability to work on complex projects with minimal supervision; to use a microcomputer; and to work effectively under pressure.
- Course work or experience equivalent to a degree in strategic planning, business development, or related areas (advanced degree preferred).

### Qualifications Preferred (Physical Planner):

- Understanding of airport noise contour/land use compatibility planning, community involvement, land use planning and development, airport operations, strong public presentation skills, and literacy on microcomputers.
- Technical expertise in land-use planning.
- Strong project management skills.
- Experience with or exposure to FAA and FARS.
- Aviation/Engineering background is helpful.
- Strong written and oral briefing skills.
- Ability to work on complex projects with minimal supervision and to lead interdisciplinary project teams.
- Ability to work effectively under pressure and with diverse groups often having competing or conflicting interests.
- Course work or experience equivalent to a degree in planning or land development (advanced degree is preferred).

Starting Salary: \$27,100 to \$36,100.

Apply in person:

Employment Office  
700 N.E. Multnomah  
12th floor  
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, April 10, 1987.

An Equal Opportunity Employer

## HELP WANTED

AUSTRALIAN AND EUROPEAN high school students arriving in the United States are looking for families to host them during their stay. Call 1-800-SIBLING or (503) 657-6026.

## HELP WANTED

\$20,000 YEARLY POSSIBLE. Prepare at home for Post Office Clerk, Carrier and Mail Handler employment exams. Write: Federated (OR3) P.O. Box 16088, Hattiesburg, MS 39402-6088.