

PLANNED TIME ANALYST/COORDINATOR

Provides technical assistance to the Housing Authority of Portland through the Maintenance Department by implementing, refining, & monitoring a professional time management system. Applies existing planned time procedures to the monitoring & scheduling of maintenance work orders.

Experience & skills: B.S. in Management, Systems Science, Administration, or similar fields of work; or six (6) years related experience. Knowledge of: Data Processing methods; maintenance methods & materials; analytical methods & techniques. Skill in: written & verbal communication; planning & coordinating work of others. Ability to: understand technical & mechanical terminology; deal with personnel on ascending & descending levels; and, to present a point of view logically.

Pay Rate: \$11.45 per hour.

Apply at:

Housing Authority of Portland
1605 N.E. 45th
between 8:30-4:00, Mon.-Fri.

Only HAP employment application accepted. No resumes, cover letters, or other material will be accepted. Deadline for application: July 31, 1987.

An Equal Opportunity Employer
M/F

SECRETARY

Half-time mornings for social services agency. Capable, organized, experienced. Apple experience a plus, heavy typing, some phone work. \$5.25/hr.

Obtain application at:

2301 N.W. Glisan
Portland, OR

Equal Opportunity Employer

SOCIAL WORKER

Program Director. M.S.W. with 2 years post graduate experience to supervise young parents program of Portland/Washington County. Half-time, may become full-time.

Experienced working with teen parents, clinical supervision, program management.

Obtain application at:

2301 N.W. Glisan
Portland, OR
or call
503-222-9661

from 9-5 to request application.
No resumes.

Deadline: July 30, 1987

Equal Opportunity Employer

WASTEWATER TREATMENT PLANT MAINTENANCE SUPERVISOR

\$2361-\$3024/mo. Skilled mechanical and maintenance work at a large wastewater treatment facility consisting of trickling filter and unox pure oxygen plant. Plan, direct, coordinate and supervise skilled staff in the repair, servicing and adjusting of various mechanical, electronic and electrical systems. Considerable experience and completion of technical courses in electronic, electrical, pneumatic systems and mechanical engineering; or any equivalent combination of experience and training. May be required to possess any special license required to supervise subordinates. Possess valid ODL. Closing date: 8-21-87. Apply:

City of Salem Pers. Dept.
Rm. 225
555 Liberty SE
Salem, OR 97301

EOE

★ NOTICE ★

The JOBS Trade Magazine has moved to 5011 N.E. 26th Ave., Portland, Oregon 97211.

APARTMENT MANAGERS (3)

Wanted: Three (3) couples to manage (159) units (each) of a (478) unit mixed family & elderly complex at 8920 N. Woolsey Ave. Please look at complex before applying. Duties include light maintenance & ground work, renting apartments, re-termination of eligibility of tenants. Prefer apartment management experience, prefer good oral & written skills. Bookkeeping background helpful but not required.

Apartment and salary.

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An Equal Opportunity Employer
M/F

TRANSIT OPERATOR PART-TIME

Operating Transit busses on an as-need basis. Must be available for work on a fairly regular basis 5 out of 6 operational days (Monday through Saturday). Must have a valid Chauffer's or Class II license, experienced in operating busses, driving record acceptable to insurance carrier, ability to work with the public, and ability to communicate effectively. *8.25 per hour.

Fill out official application by August 7, 1987 which is available at:

Salem Area Transit Dist.
216 High St. N.E.
Salem, OR 97301

Equal Opportunity Employer

PERSONAL

NEW CREDIT CARD

No one refused. Visa/Mastercard. Call 1-619-565-1522 ext. C3026OR 24 hrs.