

ACCOUNTING

PORTLAND PUBLIC SCHOOLS CASH MANAGEMENT SPECIALIST

Responsible for preparation of cash flow plans (both long and short term), and coordination of plans w/ investment program to ensure max. availability and yield on investments. Minimum qualifications: BA degree in acctg/finance, business administration, economics or related field; experience should include 2-4 yrs of financial or accounting work, incl min. of 1 yr in supervisory or management capacity; working knowledge of financial analysis, cash flow planning, and investment decision making; knowledge of Oregon law related to municipalities w/ respect to investment. Salary range: \$28,532 to \$31,576, based upon preparation and experience. Exc fringe benefits. Applicants must complete PPS application form, submit current resume of work exp and training, 3 letters of reference addressing qualification for position. Applications accepted through Oct 2, 1987.

Apply:

**Personnel Services
Blanchard Education
Service Center
501 N. Dixon St.
Portland, OR 97227**

Equal Opportunity -
Affirmative Action Employer

STOP

When employers have illegally underpaid workers, the Labor Department may recover back wages for the workers either administratively or through court action, according to a fact sheet on Farmworkers and the Federal Wage and Hour Law. The fact sheet is available from the Labor Department's Office of Information and Public Affairs, Washington, D.C. 20210.

PARTS ROOM STOCK CLERK Portland International Airport

The Port of Portland has an opening for an individual to provide materials and inventory support to the Maintenance Department at Portland International Airport.

Qualified applicants should have a general knowledge of materials, tools, and skills required to accomplish maintenance work; a demonstrated knowledge of computerized inventory control and purchasing systems; the capability of operating a forklift, pallet truck, and other material-handling equipment and be physically able to lift, load and unload material, and fill stock bins and racks.

Applicants for this position must apply in person at the Port Employment Office, 12th floor, 700 NE Multnomah. Application will be accepted until 5:00 p.m., Friday, September 25, 1987. No applications will be mailed.

The Port is an
Equal Opportunity Employer

ELECTRICAL ENGINEER

U.S. Coast Guard Design and Construction Center, Seattle, WA. For facilities design and project mgmt, power distribution, building lighting, and equip. controls. Min. 3 yrs. exper., salary \$34-\$39,000. Mail completed SF-171 Personal Qualifications Statement to:

**Maintenance Logistic
Command (PAC)
Rosemary Nye,
Liaison Officer
Personnel
Rm. 3362
915 2nd Ave.
Seattle, WA 98174**

by Oct. 12th. SF-171 form avail. at local US Office of Personnel Mgmt. Contact Ron Thomas (206) 442-1776 for further information.

EOE

CUSTODIANS

Applications are being accepted for custodians for 8-5 pm, thru Sept 30, 1987. Of applications received, 125 will be chosen randomly to continue the hiring process, incl a written civil service exam and pre-employment physical with screening for substance abuse. Age limit 18 to 70 yrs inclusive. 1986-87 starting salary \$14,951. Applications and information concerning the hiring process available in the lobby of the administration office.

**Portland Public Schools
Blanchard Education
Service Center
501 N Dixon St.
Portland, OR 97227**

No phone calls, please.

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ADMINISTRATIVE SPECIALIST

For the Legislative Administration Committee. Position assists Legislative Administrator by providing training, assistance and information to Legislative Committee staff. Progressively responsible experience performing clerical functions involving coordination and/or technical evaluation required. Previous experience with the Oregon legislative process highly desirable. Salary range: \$1739 to \$2217 per month. A Legislative Administration Committee application is required. Application materials must be received by 5PM October 9, 1987. Contact:

**Personnel Office
Legislative Administration
Committee
S404 State Capitol
Salem, OR 97310
(503) 378-8530**

JOBS Trade Magazine
288-0020 or 288-0033