

## FINANCIAL SERVICES MANAGER

\$2699-\$3449/mo. Position plans, directs and manages the resources, activities and staff of a unit responsible for fiscal, budgeting and related business services for the agency and serves as a highly skilled executive level technical advisor on complex business functions and financial administration matters. Unit provides fiscal/business services such as accounting, collections and payments, budgeting, fiscal/business forecasting, capitalization and restoration of property, financial reporting, fiscal analysis and related business studies or proposals. Position also performs budgeting and analytical functions.

To qualify you must have four years experience in business management. At least one year experience must have been comparable to the level of work of a business manager "B", with the State of Oregon.

For copy of job announcement with required qualifications and state application contact:

Personnel Services  
Oregon Vocational  
Rehabilitation Division  
2045 Silverton Rd. N.E.  
Salem, Oregon 97310  
or call  
503-378-3860

Job announcement can close  
at any time.

Equal Opportunity/  
Affirmative Action Employer  
Minorities, handicapped and  
females are encouraged to apply.

## BUSINESS OPPORTUNITY

Regional Distributors/Dealers  
needed: Exciting new 3M pro-  
duct slashes energy cost up to  
50%! No franchise fee or inven-  
tory required! Training and sup-  
port provided. (303) 597-1818.

## FACILITIES MAINTENANCE ADMINISTRATOR

The Port of Portland is recruiting a Facilities Maintenance Administrator to provide administrative and technical support for its maintenance department at Portland International Airport.

Preferred qualifications include:

- Experience and/or coursework in construction, equipment maintenance, budget preparation, cost estimating and preventive maintenance programs.
- Experience in aviation facility maintenance, or in a wide range of construction and maintenance.
- Contract administration experience helpful.
- Ability to read and understand blueprints and other engineering writing.
- Ability to perform mathematical computations.

Starting salary \$21,500 to \$24,967, commensurate with experience.

Apply in person at:

The Port Personnel 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., October 30, 1987.

The Port is an  
Equal Opportunity Employer

## Start Earning Extra Cash Instantly

Ages 14 to 80

In Just a Few Hours a Day

Call 282-7436  
NOW!

# ODOE

Oregon Department  
of Energy

## Career Opportunity Oregon Department of Energy

The Oregon Department of Energy is recruiting for a Management Assistant to The Director, Management Assistant C position. Salary 1,654-2,114.

The Management Assistant to the Director provides administrative and clerical support to the Director and Deputy Director. Major duties include:

- Serve as a liaison between the Director/Deputy Director and department staff, the Governor's office, public, press, legislators, and other agency personnel providing information.
- Knowledge of state government.
- Ability to carry out assignments without detailed instructions.
- Ability to identify problem areas and recommend solutions.
- Knowledge of principles and practices of office management, work organization and simplification.
- Ability to communicate effectively orally and in writing.
- Ability to work under pressure, meet short deadlines, and make independent judgments and decisions.

This is an Executive Service appointment to be made by the Director. If interested in applying please call: 1-800-221-8035 or 378-4040 or write Personnel Manager for application materials. Deadline is October 30, 1987.

102 Labor & Industries Bldg.  
Salem, OR 97310  
phone: 378-4040

an equal opportunity employer

## BUSINESS OPPORTUNITIES

Petroleum Distributorship: Complete operation includes rolling stock, real estate and help in taking over. Produces good income. \$322,000. "Ask for Tony" Helper-Jackson Real Estate, 33 East main, Walla Walla, WA 99362. (509) 529-7360.

## POSITION WANTED REPORTER/EDITOR

Recent graduate with five years experience seeks tough job on solid news publication. My skill in writing, editing, page design, layout, paste-up, photography, VDT/computer tricks and communication could be just what your small daily, weekly or monthly paper needs! After three years writing/editing on college papers and almost two doing the same for community papers, I can take on a variety of diverse tasks and beats. Hard work, nice people and low wages bring out the best in me. Willing to relocate. Contact: Lisa Loving, 2127 N.W. Irving, No. 206, Portland, OR 97210; (503) 227-5764.

# Employment Outlook

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