

JOBS & CLASSIFIED ADVERTISING

PROGRAM EXECUTIVE A (X0031) COMMUNICATIONS, FORMS, AND RECORDS SUPERVISOR

**ADULT AND FAMILY
SERVICES DIVISION**
SALARY
(\$1918-\$2452 MONTHLY)
Excellent Benefit Package

The State of Oregon, Adult and Family Services needs an energetic and innovative person with excellent supervisory skills to conduct an agency program of forms development, control, and distribution; records retention and destruction; and to supervise subordinate personnel assigned to this program. The job is located in Salem, Oregon.

QUALIFICATIONS:

You must have two years of steadily increasing responsibility in a supervisory function or staff level function which has afforded you the following knowledge, skills, and abilities; planning, supervising, forms layout and design, and oral and written communications.

IN ADDITION, you must have a Bachelor's degree or three more years of responsible experience.

TO APPLY:

Obtain State of Oregon applications (PD100) and the announcement (OC870672) at the Personnel Center, 775 Court Street, Salem, Oregon, 97310.

FOLLOW THE INSTRUCTIONS ON THE ANNOUNCEMENT. Submit your State of Oregon application (PD100) and attachments to:

**Adult and Family Services
Personnel Services Section
516 Public Services Building
Salem, Oregon 97310**

Indicate the Announcement number and the Position Applied for in the box provided on the application.

Applications must be postmarked by December 15, 1987, to be accepted.

An Equal Opportunity Employer

TCI CABLEVISION OF OREGON, INC., an Equal Opportunity Employer, has an opening for:

STUDIO PROGRAMMER Part-Time

QUALIFICATIONS: Programming background preferred.

SALARY: \$5.00 hour.

APPLICATIONS ACCEPTED UNTIL: 12/11/87

Submit applications/resumes by mail to:

**CLACKAMAS CABLE
ACCESS STUDIO
707A Main St.
Oregon City, OR 97045
ATTENTION: Nikki Flanagan**

PART TIME HOME MAILING PROGRAM!

Excellent income! Details, send self-addressed, stamped envelope. **WEST, Box 5877, Hillside, NJ 07205.**

VOLUNTEER SERVICES SUPERVISOR GREATER PORTLAND AREA BRANCHES

**ADULT AND FAMILY
SERVICES DIVISION**
SALARY
(\$1654-2114)
Excellent Benefit Package

State of Oregon, AFS, needs energetic and innovative persons with excellent management/supervisory and communications skills to be a Volunteer Services Supervisor in our Greater Portland Area Branch Offices. The person filling this position will be responsible for supervising the volunteer programs administered by AFS.

QUALIFICATIONS:

You must have:

... five years of progressively responsible experience demonstrating the knowledge, skills, and abilities, identified in the examination questionnaire.

Related college level course work may be substituted for up to three years of the experience.

EXAMINATION:

If you qualify, the test will be the questionnaire attached to Announcement No. OC870724. Your grade will be based upon your answers on the questionnaire and your supporting explanation.

Submit your State of Oregon Application (PD100) and the questionnaire to Announcement NO. OC-870724. Follow the instructions attached to that announcement.

Obtain applications, the announcement and questionnaire at Personnel Center, 775 Court Street, Salem, Oregon 97310 or the applications only at any State of Oregon Employment Office.

Applications must arrive at:

**Adult and Family Services
Personnel Services Section
516 Public Service Building
Salem, Oregon 97310**

And be postmarked by December 15, 1987, to be accepted.

An Equal Opportunity Employer

DIRECTOR OF DEVELOPMENT

Full-time for comprehensive program of financial support. Requires documented experience and successful in development activities.

Closing date: December 31, 1987.

For information and application materials, call:

**667-7645
or write
Mt. Hood Community College
26000 S.E. Stark
Gresham, OR 97030
EEO/AA**

PORTLAND OBSERVER
"The Eyes and Ears of the Community"
288-0033

OCCUP. THER.

Immed. opening for OTR &/or COTA to work as member of interdisciplinary team in res'l facil. serving multihandicapped child & adults. Develop creative potential in design & fabrication of adaptive & positioning equip. Very compet. sal. & bnfts.

**Interlake School
P.O. Box B
Medical Lake, WA 99022
(509) 299-3111
EOE**

ASST. WASTEWATER SERVICES MGR. \$2613 - \$3319/mo.

The City of Salem, Oregon, is seeking a highly skilled individual to lead the operations unit of a large, complex wastewater plant. Position serves as Asst. Plant Mgr. Plant utilizes secondary treatment processes of pure oxygen activated sludge (UNOX), trickling filters and trickling filter/solids contact (TF/SC). Considerable progressively responsible experience in the field of wastewater treatment plant operations, supervisory experience; high school graduation supplemented by technical/college course work in chemistry, bacteriology or related field; completion of operator's short courses; or equiv. experience and training. Possess valid Class 4 Oregon driver's license and ability to obtain Oregon certification as Wastewater Treatment Operator IV.

Request City application and supplemental questionnaire at:

**City of Salem
Personnel Dept., Rm 225
555 Liberty SE
Salem, OR 97301
503/588-6162
Closing date: 1-15-88
EOE**

DIRECTOR OF ADVISING AND COUNSELING

Mt. Hood Community College is searching for a Director of Advising and Counseling to provide a strong advising, guidance and counseling program which includes leadership, planning, organizing, evaluating, and supervising programs and support services. Master's degree required with a doctorate in counseling, psychology or related field preferred. Experience in teaching, counseling and management at the community college level preferred.

Closing date: December 31, 1987.

For information and application materials, call:

**667-7645
Mt. Hood Community College
26000 S.E. Stark
Gresham, OR 97030
EEO/AA**

COMPUTER SYSTEMS OPERATOR

N/NE Community Mental Health Clinic seeks a Computer Systems Operator with Hewlett Packard hardware experience to supervise our computer system. Candidate must be able to input, retrieve station information and other daily data base. Applicant shall have technical knowledge of system operations, strong leadership and communications skills.

A minimum of two years' experience with H.P. hardware preferred, or two-year degree in Business or computer science. Competitive salary and benefits.

Resume to:

**Rodney R. Harry
Personnel Officer
N/NE Community Mental
Health Clinic
310 NE Oregon St.
Portland, OR 97232
239-8871
Closing Date: 12-14-87
Equal Opportunity Employer**

STATE HIGHWAY ENGINEER

The Oregon Department of Transportation presents an opportunity for a highly experienced manager seeking challenge and change to direct the State Highway Division.

As chief executive officer of the Division you will provide leadership and guidance to an organization of 3,500 employees who plan, design, construct and maintain State highways and bridges.

Qualified candidates will possess extensive working experience as a professional engineer managing the design, planning, and development of highway systems. Registration as a Professional Civil Engineer is required.

Salary \$61,188 plus a generous executive service benefit program. If you have a desire to be a leader in Oregon State Government, please send your resume and a cover letter to Dick Yetter, ODOT Personnel, 419 Transportation Bldg., Salem, OR 97303, (503) 378-6281. Your cover letter must clearly describe your success in solving complex managerial problems, being an effective change agent, and achieving affirmative action goals. Resumes must be received by December 21, 1987.

*The Oregon
Department
of Transportation*
An Equal Employment Opportunity
Affirmative Action Employer

HOMEMAKERS WANTED!

TOP PAY!

**C.I.
121 24th Ave., N.W., Suite 222
Norman, Oklahoma 73069**

TYPISTS

Hundreds weekly at home! Write:
P.O. Box 17, Clark, NJ 07066

INSURANCE

HMO CLAIMS SUPERVISOR

Health Maintenance of Oregon, a federally qualified health maintenance organization (HMO) and wholly-owned subsidiary of Blue Cross and Blue Shield of Oregon, is seeking qualified applicants for the position of Claims Supervisor.

The successful applicant will have a minimum of 2 years supervisory experience in the health insurance/healthcare industry. Claims experience will be a distinct asset. Strong Supervisory, management and interpersonal skills are a requirement.

Health Maintenance of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Please apply or send resume to:

**Blue Cross and
Blue Shield of Oregon
Human Resources Dept.
5th Floor
100 S.W. Market
Portland, OR 97201**

Equal Opportunity Employer

SOCIAL WORKER

12 month part time position/22 1/2 hours a week. Days, 1 evening/week. Primary facilitator for family support group—pregnant/parenting teens, partners & extended family. Case management, home visits, outreach services. BS in Human Services plus 3 years experience minimum; MA plus 2 years preferred. Knowledge metro area & teen parenting issues required. Salary range: \$8775-\$10,237 depending on experience. Call 222-9661 for application or obtain at:

**2301 NW Glisan
Portland, OR
NO RESUMES**

Application Deadline: 5 p.m., 12/10/87.

Equal Opportunity Employer

DATA PROCESSING

PROGRAMMER/ ANALYST

Immediate opening for individual interested in program design & development. Incumbent will gather & analyze information for system development or modification, design, and specified system requirement; construct, test & implement system; and prepare system operation & user documentation.

Qualified applicant should have a minimum of 2 years OS and COBOL experience, preferably in large DP shop. College degree desired, preferably in Computer Science with training in System Analysis. On-line programming & design, ADABAS/NATURAL, structured analysis & design experience highly desirable.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

**Blue Cross and
Blue Shield of Oregon
Human Resources Dept.
5th Floor
100 S.W. Market
Portland, OR 97201**

Equal Opportunity Employer

FOOD SERVICE SUPERVISOR

For ninety-bed ICF facility. Nursing home experience and certificate in food service management required.

We offer: recognition, low staff turnover, a positive work environment, education benefits, free life insurance, well pay plan, generous vacation plan, medical and dental insurance. Competitive salary, depending on experience.

**Contact:
Del's Care Center, Inc.
319 NE Russet St.
Mon-Fri, 8 a.m. - 4 p.m.
(503) 289-5571**

Lower down payments. Lower interest.



We've made buying a HUD home a whole new ball game.

Buy an FHA-insured HUD-owned home now and enjoy a lower down payment and interest rate with our all new Double Play offer.

Now for a limited time, HUD has dropped the down payment to just 3% for owner-occupants and 10% for investors on all HUD-owned properties eligible for FHA Mortgage Insurance. Plus, HUD will pay up to 6 additional points to help cut your interest rate up to one full percent... or more! Check the HUD listings ad in the classified section of your Friday or

Sunday Oregonian. Then for details, see any real estate agent.

Lower down. Lower interest. Our all new Double Play will help you come home a winner.

**HUD and your real estate agent.
We're The Home Team.®**

HUD
DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT

EXECUTIVE ASSISTANT Salary Range: \$2,333-\$2976 per month

The State of Oregon Vocational Rehabilitation Division has an immediate opening for an Executive Assistant to the administrator. This position directs the agency's information and public relations program to employees, legislators, federal officials, Congress, client groups, media, and the general public. Writes news releases, prepares agency newsletter, brochures, etc., speaks at public meetings, researches/writes letters, etc., for administrators. Maintains contact with a variety of public information media, to promote employment of persons with disabilities and otherwise furthers marketing goals. Prepares special studies for presentation to staff with recommendation for policy or procedural changes.

You must have three years of progressively responsible experience in management, plus four years' of experience in communications (TV, radio, or public relations) marketing,

community relations, or work involving substantial public contact with a need to communicate with special interest groups. Also, a Bachelor's degree preferably with coursework in journalism, communications, etc.; or may substitute three additional years' of qualifying experience for the degree. This position is compensated by a fully-paid and complete fringe benefit package, including a retirement plan.

Perspective candidates should forward a resume to:

**Vocational Rehabilitation
Division
Personnel and Staff
Development Services
2045 Silverton Rd., NE
Salem, Oregon 97310
Phone (503) 378-3860**

Equal Opportunity Employer
Strongly encourages minorities,
females and handicapped to apply.