

JOBS & CLASSIFIED ADVERTISING

REQUEST FOR PROPOSALS

C-TRAN is accepting proposals for the provision of marketing services. A Disadvantaged Enterprise Goal of 20% has been assigned to this contract. Copies of the Request For Proposals may be obtained from:

C-TRAN
P.O. Box 2529
Vancouver, Washington, 98668-2529
(206) 696-4494

Proposals will be accepted until 12:00 noon, Wednesday, February 10, 1988.

ADVERTISEMENT FOR BIDS

Sealed bids for Science Facilities Additions and Alterations, Science VI, University of Oregon, will be received by the Oregon State Board of Higher Education until 4:00 p.m. PST, February 23, 1988, in Conference Room 2, UO Physical Plant Department, 1295 Franklin Blvd., Eugene, OR 97403-1276.

Briefly, the work includes the construction of a 3-story, with basement, scientific research and teaching facility of reinforced concrete with brick masonry veneer, and including remodelling of the Science Library and a portion of an existing science research building.

For further information, contact:

UO Physical Plant
Phone 686-5243

COMPUTER PROGRAMMER FOR IBM S/36

Experience with RPG, II/III and SSP OCL and related utilities required. Experience and knowledge of IBM/PC and file transfer concepts preferable. Duties include the development and maintenance of local and corporate system software and backup for operation in small shop. Benefits and pay are excellent. Qualified and interested persons should send resume to:

Reynolds Metals
Sundial Rd.
Troutdale, OR 97060
ATTN: Personnel Manager

An Equal Opportunity/
Affirmative Action Employer

EDUCATION

ASSOCIATE LEVEL 10

Western Center for Drug-Free Schools and Communities — Northwest Regional Educational Laboratory.

The Center is funded by a grant from the US Dept of Education to provide assistance to public and private elementary and secondary schools, students, parents and other community members in the area of prevention of drug abuse.

The Associate will be responsible to the Center Director. Duties: schedule, plan, and coordinate consultation sessions, technical assistance, workshops, and other training sessions in the Northwest area; meet with other agencies to plan for service delivery; maintain documentation and conduct evaluations of services provided; assist in development of resource materials and preparation of reports; conduct on-site training with school teams and training of facilitators.

Qualifications: doctorate degree in education, however a master's degree and broad experience may be considered; knowledge of drug abuse agencies and education agencies in the Northwest Region; broad knowledge and competence in the area of drug and alcohol abuse; experience providing training and technical assistance in the area of prevention and elimination of drug and alcohol abuse; demonstrated effectiveness in providing technical assistance to schools; experience in curriculum and material development; able to travel frequently, usually by air, and spend considerable time in the field; experience working as a team member.

Salary: \$29,971-\$32,000 depending on background and experience — excellent benefits.

Letter of application and resume must be received in the Personnel Office by 3 pm, Jan 29, 1988. In letter, indicate you are applying for the above position. Apply to:

Personnel Office
Northwest Regional
Educational Lab
101 SW Main St, Suite 500
Portland, OR 97204

Equal Opportunity Employer

SENIOR REAL ESTATE MANAGER

The Port of Portland has an immediate opening for a person to supervise the management of Port Aviation Properties and to direct the Aviation Real Estate sales/leasing program.

Preferred qualifications include commercial real estate sales and property management experience, supervisory experience, a broad knowledge of real estate principles and practices and experience in planning, project development and management. Qualified individuals should also have the ability to analyze complicated legal documents and develop negotiating strategies. A knowledge of airport property management would be helpful.

In addition to a starting salary range of \$34-43,000, the Port offers a comprehensive benefits package including liberal vacation and holiday policies, a fully paid health care package and substantial professional growth opportunities.

Application materials may be obtained at:

The Port Employment Office
12th Floor
700 N.E. Multnomah
or by calling
(503) 231-5000, ext. 700

This job will remain open until sufficient applications are received, but may close any time after 5:00 p.m. Friday, January 29, 1988.

The Port is an
Equal Opportunity Employer

COMMUNICATION MANAGER

Current opening, State of Oregon Employment Division in Salem. \$2333 - \$2976 per month plus liberal fringe benefits including fully-paid family health and dental insurance; full-paid long-term disability and term life insurance; a fully-paid retirement program; and generous paid holiday, vacation and sick leave. Requires strong background in communications (TV, radio, newspaper or public relations), marketing, community relations, or work involving substantial public contact; and an extensive knowledge of policy development and program administration.

This is an executive service position, serves at the discretion of the administrator of the Employment Division and will be a direct appointment in accordance with Oregon Personnel Division policies and procedures.

For recruiting announcement and required state applications, call (503) 378-3253.

Applications must be returned to:

Employment Division
Personnel and Training
875 Union St. NE
Salem, OR 97311
by 5 p.m. February 3, 1988.
An AA/EEO Employer

HOMEWORKERS WANTED!

TOP PAY!

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

EXECUTIVE ASSISTANT 3 PROJECT MANAGER

ADULT AND FAMILY SERVICES DIVISION

SALARY (\$2300-2923)
Excellent Benefits

State of Oregon, AFS, needs an energetic and innovative person with excellent management skills to lead the development, negotiation, execution, and implementation of contracts for managed health care systems for AFS clients, and expand the program to new geographic areas and categories of eligibles. This position is located in Salem, Oregon. We are especially looking for applicants with good negotiation skills.

QUALIFICATIONS:

You must have four years of progressively responsible managerial experience or experience in a staff technical or professional function which has given you the knowledge, skills, and abilities identified in the examination questionnaire. Some of this experience must be in designing, implementing, evaluating, or managing health care or social service delivery systems.

In addition, you must have a Bachelor's degree or three additional years of pertinent experience.

A Masters or Ph.D. degree in Health Care Economics, Health Care Administration, Pharmacy, Business Administration, Public Administration, Social Work, or a similar area may be substituted for up to two years of the experience.

EXAMINATION:

If you qualify the test will be the questionnaire attached to Announcement No. OC880025. 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-880025. Follow the instructions with that announcement.

Obtain applications, the announcement and questionnaire at:

Personnel Center
775 Court Street
Salem, Oregon 97310

or applications only are 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 January 29, 1988, to be accepted.

An Equal Opportunity Employer

LANE COMMUNITY COLLEGE

AUTO PAINT INSTRUCTOR

WELDING TECHNOLOGY INSTRUCTOR

GRAPHIC DESIGN INSTRUCTOR/CWE COORDINATOR —

R APPLIED DESIGN

DEPARTMENT CHAIR —
Art & Applied Design

Application and job description are available at:

Personnel Services
Lane Community College
4000 East 30 Ave.
Eugene, OR 97405

LCC applications must be post-marked no later than February 15, 1988.

Telephone number:
1-726-2211

An Affirmative Action/
Equal Opportunity Institution

DOMESTIC HELP WANTED

Help families of our community by assisting families in crisis; helping families to cope and improve home management and child rearing skills. Must have transportation.

Excellent Benefits

If you are interested in providing quality service to families who need your help, please complete an application at:

Metro Family Service
2281 N.W. Everett
Portland, Oregon 97210

Affirmative Action/
Equal Opportunity Employer

PART TIME HOME MAILING PROGRAM!

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

DATA PROCESSING

PROGRAMMER ANALYST

Immediate openings for individuals interested in program design and development. Incumbent will gather & analyze information for system development or modification, design, and specified system requirements; construct, test & implement system; and prepare system operation and 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 systems analysis. Structured analysis and design experience highly desirable. On-line programming & design or ADABAS/NATURAL preferred for one position.

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

Safety rules to live by. RULE NO.4:

Playing around substations could be an electrifying experience.

Fences around electric substations are there for good reason: to keep people and animals away from possible harm. The high voltage equipment inside the fence is not there to play with—it means business. Better safe than sorry.



PGE

PHEBOTOMIST

Full-time position available for an individual to perform venipunctures, vital signs and hemoglobin/hematocrit determinations. Must have completed basic phlebotomy training and be capable of passing national certification. Willing to travel on week-long overnight nobles and work irregular hours. Starting salary range: \$1108 to \$1385 a month plus full benefits package. Apply by 1-29-88 at:

American Red Cross
3131 N. Vancouver Ave.
Portland, OR 97219

Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Full-time position available to act as administrative assistant for our Director of Blood Services. Responsible for the coordination of all medical office functions. Compile and process information for assessment of program services and activities, maintain medical technical and administrative records, develop & implement forms and procedures, organize schedules, prepare correspondence and documentation.

Qualified applicants must have demonstrated skills in modern office methods, developed skills in composition, ability to organize, prioritize and implement oral and written instructions. Must have medical terminology, word processing and spreadsheet experience highly desirable.

Starting salary range: \$1293 to \$1616 a month plus full benefit package.

Apply by 1-29-88 at:

American Red Cross
3131 N. Vancouver Ave.
Portland, OR 97219

An Equal Opportunity Employer

PORTLAND OBSERVER

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

SECRETARY

Duties to include general ecumenical administrative work, typing, receptionist, mailing, word processing, errands and related tasks. Do not send resumes. Request position description & application after 1/18/88:

Ecumenical Ministries of Oregon
0245 SW Bancroft St.
Portland, OR 97201

Position may close anytime after noon on Monday, January 25. Position requires availability for full-time work (40 hrs) and demonstrable skills and/or experience in job duties.

MASTERCARD

No one refused. Regardless of credit history. Also ERASE bad credit. Do it yourself. Call:

1-619-565-1522
Ext. C30260R
24 Hrs.

TELEMARKETING SALES REP Part Time

We are looking for an individual who is eager to learn new skills and would like to work in one of the fastest growing occupations. If you are enthusiastic and motivated, we have an opportunity for you! Responsibilities include scheduling appointments for professional salespeople, providing customer service and generating referrals for consumer bank products and services. Must be articulate and have a pleasant telephone manner. Requires telephone sales ability, the demonstrated strong customer relations and interpersonal skills. Previous experience and knowledge of bank consumer products preferred.

We have an excellent flexible benefits program and salary of \$5 per hour plus competitive commission. Qualified applicants should send resumes to:

OREGON BANK
Personnel Department
1001 SW 5th Avenue
Third Floor
P.O. Box 3066
Portland, OR 97208

APPLICANT HOURS
9-1 p.m. Mon-Fri.

Equal Opportunity Employer

TEMPORARY CASE MANAGER

\$7.00 per hour; 30 hours per week. Starts Feb. 10th through June 30th. Call:

Council for Prostitution Alternatives
281-6833

Equal Opportunity Employer

TYPISTS

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

WASHINGTON COUNTY JOBS

Sr. Community Health Worker
\$1218-\$1481 mo.

Probation & Parole Office 2
\$1937-\$2355/mo.

Graphics Specialist
\$1801-\$2189/mo.

Call
(503) 648-8607
for information

County application forms req. Apply by January 29, 1988 to Washington County Personnel.

An E.O.E.

How can you afford a home of your own?

Write HUD for this free pamphlet.

U.S. Dept. of HUD
P.O. Box 777
Portland, OR 97207

