

# PROFESSIONAL SERVICES DIRECTORY

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

Phone 288-0033 - To Place Your Ad

Ad Rates: 5 Lines - 1 Week - \$7.50 4 Weeks - \$25.00 (add \$2.50 Per Line)

Deadline: 5:00 P.M. - Tuesday (All ads are subject to the approval of this paper, which reserves the right to edit, reject or properly classify any ad.)

**DONNIE JAMES**  
Men & Women's Fashion

"If you dare to be fashionable"

517 NE Killingsworth  
Portland, Oregon 97211

Donnie Lewis  
(503) 288-1721 James Williams

**PRITCHETT'S**  
ELECTRICAL MAINTENANCE CO.

Specializing In:  
Installation, Trouble Shooting and Repair of  
Electrical Appliances, Equipment & Light  
Fixtures

Licensed Bonded Insured  
Corey Pritchett 3525 N.E. Rodney  
287-9617 Portland, OR 97212

**BEAUTY / BARBER SUPPLIES**

**ja'bell's**  
Beauty • Barber • Nails Supplies

5832 N.E. Union Avenue  
Portland, Oregon 97211  
(503) 281-6393  
and  
5287 N. Lombard Street  
Portland, OR 97203  
(503) 283-6085

Open: Mon. thru Sat. 9 a.m. - 6 p.m.

**BEAUTY SUPPLIES**

**P & J's Beauty Salon & Supply**  
231 N. Lombard • Suite 200  
Portland, OR 97217 • 289-0205

Styles by E.J. Bates  
Low Prices - Quality Service - Deliveries

**CONSTRUCTION**

**Donald M. Drake Construction**  
226-3991

**FLORAL - SILKS**

**Eartha's Floral Connection**  
517-1/2 N.E. Killingsworth  
Portland, Oregon 97211  
282-3675

We Do Weddings • Funerals  
Made-To-Order • Custom-Made

**PRINTING**

**Kinko's**  
Open 7 Days A Week  
1605 N.E. 7th  
Portland, Oregon 97212  
284-2129

**RENT WASHERS & DRYERS**

This Coupon Good For  
\$15 OFF  
DELIVERY & INSTALLATION FEE

30 Delivery & Installation

**rental washer Co.** Portland 231-7413  
Vancouver 693-4000

# JOBS & CLASSIFIED ADVERTISING

**ADMINISTRATIVE SECRETARY PORTLAND DEVELOPMENT COMMISSION**

Top public agency seeks Administrative Secretary to provide clerical and administrative support to our Director of Operations. Handle director's calendar and telephone; prepare reports, memos, correspondence; serve a backup to Commission Secretary; perform special projects involving research, tracking, compiling tasks as directed by Director. Desirable qualifications include excellent communication, organization skills; ability to think on your feet and make decisions. Starting salary between \$21,324 - \$23,244, based on experience; full benefit package.

If you enjoy being in the middle of a busy, involved organization and have the skills to keep pace, call Debbie Martin, 796-5295 between 8:30 - 11:00 or 1:30 - 4:00 pm, Monday-Friday.

An Affirmative Action/Equal Opportunity Employer.

**MENTAL HEALTH COUNSELOR V**

CODA Inc seeks qualified applicants for counselor in drug treatment services program. Position will supervise a structured intensive outpatient program for felony offenders. Preferred applicant should have graduate training in human services, 2 years supervised human service experience and experience in supervision of staff in a treatment of criminal mandated clients. Salary range \$1644-\$2222 per month plus excellent benefits. Position will close once vacancy is filled.

Application materials may be obtained at CODA, Inc. 210 NE 20th Ave., Portland, OR 97232. CodA is an Equal Opportunity/Affirmative Action Employer

**MENTAL HEALTH COUNSELOR III**

CODA Inc seeks qualified applicants for counseling positions within residential and outpatient drug treatment programs. Responsibilities include providing diagnosis and treatment of clients, conducting groups, maintaining client records, assisting with administrative tasks, coordinating services with external contacts and other related activities. Applicant must possess a bachelors degree in human services and have 2 years of supervised experience. Preferred candidates will have direct experience in substance abuse treatment and working with mandated clients. Salary range \$1232-\$1715 per month. Positions will remain open until filled. Application materials may be obtained at CODA, Inc. 210 NE 20th Ave., Portland, OR 97232. CodA is an Equal Opportunity/Affirmative Action Employer

**Interested in becoming A Catholic or Returning to the Catholic Church?** please call Fr. Ted or Sr. Kathleen at St. Andrew's Catholic Church (503) 281-4429.

**\$80.00 PER HUNDRED**  
Remailing letters from home! Details, send self-addressed, stamped envelope. Associates, Box 309-T, Colonia, NJ 07067.

**SALES ACCOUNT EXECUTIVE**

Security Pacific Bank of Oregon has an excellent opportunity for an individual to sell life insurance in a financial institution environment. Qualified candidates will be client service oriented with 2-3 years experience in life insurance sales. Requires self-motivation, excellent client service skills, and high energy level to help satisfy our clients financial needs. Life insurance license is also required. Experience in a bank or other financial institution is preferred.

As part of Security Pacific, the 6th largest Bank Holding Company in the country, we offer a competitive salary commensurate with experience, participation in a commission plan, excellent flexible benefits program, and superior advancement potential. Please send a resume with salary requirements, to:

**SECURITY PACIFIC BANK OREGON**  
Personnel Department  
1001 SW 5th Avenue  
PO Box 3066  
Portland, OR 97208  
(503) 796-3878

**APPLICANT HOURS**  
9-1 p.m., Mon-Fri  
Equal Opportunity Employer

**Asst. Planner**

Part-time \$10.881-\$13.217/Hr. Aprox. 20 hrs/week. Professional, entry level planning work reviewing land use applications, partitionings, zone changes variances and building plans for code compliance. 4-yr. degree w/coursework in planning, architecture of landscape or any equiv. combination of exp./training providing knowledge of urban planning principles and research methods which apply to planning. Apply by April 14, 1989 at City of Salem, Pers. Dept., Rm. 225, 555 Liberty SE, Salem, OR 97301. EOE.

**TRANSIT OPERATOR/PART-TIME**

Operating transit buses on an "as needed" basis. Must be available for work six operating days (Monday through Saturday). Must have a valid Chauffeur's or Class 2 license, experience in operating buses, good driving record, ability work with the public, and ability to communicate effectively. Class 2 permit acceptable for applying but employment contingent upon ability to obtain Class 2 license. \$8.76/hour. Fill out official application by April 7, 1989, which is available at the Salem Area Mass Transit District; 3140 Del Webb Ave. NE; Salem, Oregon 97303.

**AN EQUAL OPPORTUNITY EMPLOYER.**

**SECRETARY/RECEPTIONIST**

Part-time. 60 words per minute, good oral and written communication skills. Able to deal with a diverse public in a professional manner. Cover letter and resume to General Manager, PCA-TV, 2766 NE Union, Portland, 97212. PCA is an EEO/Affirmative Action employer. Applications due by 5pm, 4/7/89.

**TCI CABLEVISION OF OREGON, INC.**, an Equal Opportunity Employer, currently has an opening for the following position:  
**POSITION TITLE: Customer Service Representative Full-time**

**QUALIFICATIONS:** Customer service experience, good oral and written communication, basic math and business office keyboard proficiency (typewriter, CRT, 10-key), ability to work well with co-workers and the public in high pressure situations, patience, flexibility and a positive attitude. Prefer: cable experience, excellent interpersonal skills, ability to work Saturdays and evenings.

**MINIMUM YEARS OF WORK EXPERIENCE REQUIRED:** n/a  
**SALARY:** n/a  
**TRAINING PROVIDED:**  
**APPLICATIONS ACCEPTED UNTIL:** March 27, 1989

Interested parties may submit applications/resumes by mail to:  
**TCI CABLEVISION OF OREGON, INC.**, PO BOX 8677, Portland, OR 97207

**ATTN:** Katherine MacEaneyey, Customer Service Manager

**CLERICAL SECRETARY**

Security Pacific Bank of Oregon has an excellent opportunity for an individual with strong secretarial skills and a commitment to the highest level of client service. Position is responsible for providing secretarial and administrative support to the Retail Banking Group. Qualified applicants will have self-motivation, high work standards, a willingness to assume additional responsibility and growth, and a commitment to excellence. Requires a minimum of three years secretarial experience, typing speed of 75-80 wpm, excellent verbal and written communication skills, familiarity with 10-key adding machine, and dictation and transcribing skills. Must possess personal computer skills to include word processing and Lotus 1-2-3. Position located in downtown Portland.

As part of Security Pacific, the 6th largest Bank Holding Company in the country, we offer a competitive salary commensurate with experience, excellent flexible benefits program, and superior advancement potential. Please send a resume with salary requirements, to:

**SECURITY PACIFIC BANK OREGON**  
Personnel Department  
1001 SW 5th Avenue  
PO Box 3066  
Second Floor  
Portland, OR 97208  
(503) 796-3878

**APPLICANT HOURS**  
9-1 p.m., Mon-Fri  
Equal Opportunity Employer

**WASHINGTON COUNTY JOBS**

Senior Community Development Specialist \$2375-2888/mo.  
Juvenile Counselor II \$2051-2494/mo.

Call (503) 648-8607 for information.

**PORT OF PORTLAND LEAD POSITION GENERAL MAINTENANCE, PORTLAND INTERNATIONAL AIRPORT**

The Port of Portland is seeking an individual with strong leadership abilities and background. This individual will utilize their background in supervision and technical experience to ensure a high level of quality and productivity in the General Maintenance Department as a working lead.

We are interested in individuals with supervision and leadership experience in motivating, directing, training accident prevention, planning, scheduling, prioritizing, and administrative duties. Technical background in the areas of pavement maintenance and heavy equipment operation preferred, in addition to general maintenance background.

If you are a leader first and a qualified maintenance individual additionally, you may be the candidate we are seeking. Applications and description of job duties are available between 8:00 am and 5:00 pm at 700 NE Multnomah Blvd., 14th Floor. Completed applications must be received by 5:00 pm, Friday, March 31, 1989. Resumes will not be accepted in lieu of a Port of Portland application, but may be included.

The Port is an Equal Opportunity Employer

**TCI CABLEVISION OF OREGON, INC.** an Equal Opportunity Employer, currently has an opening for the following position:  
**POSITION TITLE: Access Programming Coordinator Full-time**

**QUALIFICATIONS:** Good communication and telephone skills. Strong organizational skills. Interested in working with a variety of people. Flexibility in work schedules (some night work). Prefer a college degree (journalism, graphic design, communications). Creative writing skills. Good typing skills (50 wpm). Strong graphic design background in brochure design, flyers, etc.

**MINIMUM YEARS OF WORK EXPERIENCE REQUIRED:** n/a  
**SALARY:** Negotiable  
**TRAINING PROVIDED:**  
**APPLICATIONS ACCEPTED UNTIL:** April 7, 1989

Interested parties may submit applications/resumes by mail to:  
**TCI CABLEVISION OF OREGON, INC.**, PO BOX 8677, Portland, OR 97207

**ATTN:** Randy Warren, Studio Manager

**LANE COMMUNITY COLLEGE**

**MATHEMATICS INSTRUCTOR**  
Application deadline May 5, 1989.

**DIRECTOR OF PURCHASING**  
Application deadline April 14, 1989. Application and job description are available at Personnel Services, Lane Community College, 4000 E. 30th Avenue, Eugene, OR, 97405. 1-503-726-2211, LCC applications must be postmarked no later than deadline date.

An Affirmative Action/Equal Opportunity Institution.

**AUTO SHOP SUPERINTENDENT**  
\$1736 - \$2222/mo.

The Oregon Department of Forestry is seeking an individual for a current vacancy in Salem. Duties: Supervises the daily operations of a full service auto shop.

Requires 2 years' experience as a mechanic, foreman in a large automotive or equipment repair shop; OR graduation from a four-year college with major coursework (30 quarter or 20 semester hours) in mechanical engineering AND one year of supervisory experience in a large automotive or equipment repair shop.

Announcement closes: April 18, 1989.  
Contact Personnel Test Center, 775 Court Street, Salem, OR 97310, 378-3146, for job announcement, test questions and application.

**PORTLAND CABLE ACCESS TELEVISION**

Following is the listing for the Portland Cable Access Board of Directors committee meetings for April, 1989.

**EXECUTIVE COMMITTEE,** Wednesday, April 5th, 6:30pm. Agenda: Rogers' settlement and new business.

**OPERATIONS, PLANNING & DEVELOPMENT and COMMUNITY RELATIONS COMMITTEES,** Wednesday, April 5th, 7:00pm. Agenda:  
Operating Rules and Procedures review, planning retreat, producer pool, Rogers' settlement, new business.

**PROGRAM DIRECTOR, PORTLAND TEACHER'S PROGRAM**

Master's degree in Education or a closely related field required. A minimum of three years teaching grades K-12 required. Must have experience working with students of diverse age groups, cultural, economic and ethnic backgrounds. Experience in fund raising and grant writing necessary. Demonstrated oral and written communication skills vital. Managerial and budgeting background preferred.

Salary - \$27,100 to \$32,100 per year. Twelve month position. Excellent fringe benefits package.

Please send resume and letter of application. Other required material will be forwarded to you.

Director, Personnel Services  
Portland Community College  
PO Box 19000  
Portland, OR 97219  
273-2823

An Affirmative Action Equal Opportunity Institution

**MENTAL HEALTH.** House manager to oversee 5 chronically mentally ill patients in a lovely residential setting. Free room & stipend. Requires high school diploma & 1 yr exper in mental health or related field, or 2 or more yrs of college courses. Resume to: Rodney R. Harry, Personnel Officer, N/NE Community Mental Health Center, 5019 N Williams Ave. Portland 97217. Closing 3/29/89. 249-0066. Equal opportunity employer

**PRODUCTION**

James River Corporation is seeking applicants for its Paper Mill in West Linn, Oregon. Applicants will be considered for future.

**PRODUCTION POSITIONS Entry-Level**

on the Extra Broad and in the Greenwood Department. The mill operates on a 3-shift, 7 day-a-week basis, and candidate must be willing to work a rotating shift schedule. Hiring rate for entry level positions is \$10.00 per hour for the first six months of employment.

James River Corporation also offers an excellent benefit package. Applicants will be accepted only at the Oregon State Employment Office, 506 High Street, Oregon City, OR, from 8 am to noon and from 1 pm to 4:30 pm through March 31. We are an equal opportunity employer.

**JAMES RIVER CORPORATION**

**INSURANCE PROVIDER SERVICES REPRESENTATIVE**

Blue Cross & Blue Shield of Oregon is currently accepting applications for a Provider Services Representative position.

The Provider Services Representative will be responsible for physician contracting as well as education and servicing of all physician and health care facilities in a designated geographical territory in the southwest part of the state. After a training period the position will require traveling for approximately two weeks of every month.

Qualified candidates must meet the following requirements:  
College degree or equivalent high level work experience in some area of health care.  
Minimum of 2 years experience in the health care industry  
Knowledge of the provider organizational structure, medical terminology and CPT coding.  
Experience in making large group presentations  
Independent research ability, analytical and problem solving skills.  
High level of proficiency in oral and written communication skills.  
Valid Oregon Driver's license.

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 Flr 100 SW Market Portland, OR 97201 Equal Opportunity Employer**

**TEACHERS Portland State University, Upward Bound Summer Session.**

June 5 - August 4, 1989. Math and Career Exploration. Applications and position descriptions available in **Shattuck Hall, Room 239** or call **464-4010**, PSU is an equal opportunity, affirmative action employer. Minorities, women and members of other protected groups are encouraged to apply.  
**Deadline 4/14/89, 5 pm.**