

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.

Bill Kelley's Upholstery

28 years experience
Quality work, Fair prices
Furniture, auto, & boats

2403 NE Alberta,
Portland, OR
281-1786

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
Portland 231-7413
Vancouver 693-4000

JOBS & CLASSIFIED ADVERTISING

ASSOCIATE PLANNER-REDEVELOPMENT

\$2122 - \$2593/mo plus excellent fringe benefit package including retirement with City pickup of 3%. POSITION CONTINGENT ON BUDGET APPROVAL; EFFECTIVE JULY 1, 1989.
Professional planning work involves planning and analysis of an older area of mixed commercial, industrial and residential land uses. Seeking an innovative individual with experience in planning; preferably with experience in housing and urban renewal programs; four-yr. degree in planning or related field or any equiv. experience and training. Knowledge of financing mechanisms and financial analysis, and proven oral and written communication skills are also desired. MUST SUBMIT SUPPLEMENTAL APPLICATION. For application package, contact City of Salem, Personnel Dept. Rm. 225, 555 Liberty St., SE, Salem, OR 97301 503/588-6162. Closes: May 26, 1989. EOE.

POLICE OFFICER

Salary range: \$1766 to \$2420 per month plus excellent fringe benefits package and employer paid retirement. Must be 21 years of age and a U.S. citizen. Must be a high school graduate or have equivalent GED, and have completed some college level course work in law enforcement, general psychology, sociology, or related field. Requires one year of prior law enforcement, or equivalent (including reserve) experience, and possession of a valid driver's license and good driving record at time of appointment. The successful candidate will satisfactorily complete medical, psychiatric and psychological exams and a physical agility test. All applicants MUST complete a West Linn employment and supplemental applications to be received by the City of West Linn, 22825 Wilamette Drive, West Linn, OR 97068, on or before 5:00 pm, Thursday, June 1, 1989. An equal opportunity employer in compliance with the Immigration and Naturalization requirements.

HELP WANTED

Would you like to be earning \$200 a month within 5 weeks using just 1 evening a week? Reward yourself personally and financially through subliminal Tapes. No financial risks.
Write M & H Enterprises
Mary Hansen
6700 SW 67th St.
Redmond, Oregon 97756

LANE COMMUNITY COLLEGE

DIRECTOR OF CLINICAL
EDUCATION
RESPIRATORY CARE
PROGRAM
HEALTH OCCUPATIONS

Application and job description are available at Personnel Services, Lane Community College, 4000 E 30th Avenue, Eugene, OR 97405. 1-503-726-2211. LCC application must be postmarked no later than June 30, 1989.
An Affirmative Action/Equal Opportunity Institution.

Secretary/Clerk Educational Resource Services Two (2a0 Positions 5/HR Days (Sept-June)

To support the Instructional Technology programs of the Educational Resource Services by:
(1) performing general secretary/clerk duties;
(2) providing assistance for a variety of other media services networking; and
(3) providing a variety of other.

Appl. Deadline: 06/09/89 by 2PM

Call Jeaneen 25501841 Ext. 207 for Multnomah Education Service District application form and additional information.

An Equal Opportunity Employer

Fine Host Corporation of Greenwich, Ct. is seeking qualified Disadvantaged and Women-Owned Business Enterprises to provide materials and/or services to it at the Memorial Coliseum Complex and Civic Stadium beginning October 1, 1989, and at the Oregon Convention Center beginning September 1, 1990. Fine Host is seeking the concessions and catering contract at those facilities and, therefore, seeks qualified food and beverage suppliers, linen suppliers, janitorial services, maintenance services, paper products, menu designers, signage suppliers and other providers of goods and services typically used in first-class catering and concessions operations. Contact Nancy Goss at (503) 241-8383.

Director of Membership Oregon Public Broadcasting Foundation

Seeking experienced development professional to oversee and manage membership activities for foundation supporting statewide radio and television public broadcasting network with 76,00 contributors.

Activities include member acquisition, renewal, member services and additional gifts for donors contributing up to \$1000. Qualified candidates will have a bachelors degree, and three or more years fundraising experience including direct mail, telemarketing and computerized membership systems. Experience with broadcast fundraising desirable.
Excellent benefits, competitive salary, and attractive working conditions in new state of the art broadcast center.
Please send letter of application and resume by June 15, 1989 to Yvonne Deligiorgis, Manager of Office Services, OPB Foundation, P.O. Box 69485, Portland, OR 97201.

Affirmative Action/Equal Opportunity Employer

MECHANIC

"one of the nation's largest LTL trucking companies, Yellow Freight System, is taking applications for truck and trailer mechanics to work part and/or full time. Good working knowledge of trucks, chauffeurs license, and current DMV record required. Call 289-8822 for interview appointments, ask for Jeff. EEOC"

Multnomah County
Case Manger 2 - Aging Services - \$9.20 per hour; performs complex direct social services work involving a broad range of clients and a spectrum of services; require a related BS and either a practicum and one year of experience or two years of experience; additional experience may substitute for the required degree; apply by June 9, 1989.

Pathologist's Assistant - \$10.57 per hour; prepares remains for autopsy; opens bodies and removes or exposes organs and tissues; maintains and labels samples, X-rays, photographs and slides; requires training or experience in paramedical techniques involving dead bodies or in pathological techniques and the ability to lift or move bodies weighing an average of 150 pounds; apply by June 9, 1989.

Corrections Counselor - Women's Tradition Services - \$22,697 annually; performs social casework and counseling in service to women drug offenders and treatment plans, referring clients to community resources and facilitating group counseling meetings; requires one year of experience and a related BS; apply by June 9, 1989.

Administrative Specialist 1 - Juvenile Justice Computer Applications - \$12.06 per hour; provides expertise in the adaptation of current computer systems and developing and maintaining new systems; researches requirements and recommends appropriate action; requires two years of experience involving statistical analysis and computer hardware and software applications using COBOL or Natural; knowledge of ADMINIS is desirable; apply by June 9, 1989.

Operations Manager - Juvenile Justice Division - \$28,439 to \$36,978 depending on experience; manages, through subordinate supervisors, administrative support functions for the Division including records, word processing and data processing; requires three years of increasingly responsible experience; experience managing diverse support functions is desirable; apply by June 9, 1989.

WHERE TO APPLY Multnomah County Employee Services, Room 1430, 1120 SW fifth Avenue, Portland, Or 97204.
"An Equal Opportunity Employer"

Community & Business Development Manager Salary Range: \$3,506 - \$4,360/mo plus City-paid Retirement

Manage direct, and coordinate the activities of the Community and Business Development Division including downtown development and revitalization, housing programs, development of City and Renewal Agency assets, Community Development Block Grant program, financial services, industrial development, and the Business Assistance Team. Requires five years of increasingly responsible experience in business or community development, including two years of administrative and supervisory responsibilities, and equivalent to a Bachelor's degree with major course work in planning, public, or business administration or related field.
Closing Date: July 7, 1989. Obtain application and supplemental questionnaire at City of Eugene, Human Resource & Risk Services, Rm 101, 777 Pearl St., Eugene, Or 97401. (503) 687-5061
AA/EOE

ENGINEERING TECHNICIAN 2 \$1566-1980/MO

The Oregon Water Resources Dept. is currently recruiting to fill vacancies in Salem, Grants Pass, and Pendleton. Call Terry by May 26th for more info: 378-3741
(EOE)

Accounting Clerk

Basic Function of Position:

List of Duties (include degree of responsibility where appropriate):
Daily - Summarize each day's production and operating hours and enter into Production Reporting System. Generate and distribute summary Production, Yield, and Effectiveness Reports. - Backup for MRP System, Billing and Accounts Payable. Must cross-train in these areas and be able to train others in Production Reporting.
Weekly - Order office supplies, copier and printer supplies.
- Primary contact for office machine Service Technicians
- Responsible for maintenance and maintenance contracts.
Monthly - Enter month-end journals into S/38.
- Request and print G/L's and TB's as needed
- Use Report Writer to generate department costs (monthly) and post-enter to product cost sheets.
- Review and code Accounts Payable and Cash Disbursements Summaries from Flexible.
On Request - Special projects as needed - history trends and cost summaries.
- Presentation Charts and Graphs using Freelance Plus or Graphwriter (will train).
- Other office and accounting functions as directed.
Number of Employees Supervised: None
Contacts - Internal and External: Factory supervisory personnel Accounting personnel Copy machine repair and supplies
Training and Experience Normally Required:
Academic Training - High School plus two years College (Business College) with training in accounting.
Previous Experience and Skills - Minimum one year in office environment with accounting skills.
On-The-Job - Six month.

INSTRUCTIONAL ASSISTANT MULTIHANDICAPPED PROGRAM REGULAR & SUBSTITUTES

To assist in activities as planned and scheduled by the classroom teacher.
SALARY: \$8.65/hr. based on 1988-89 salary schedule.
appl. Deadline: 6/9/89 by 2pm
Call Jeaneen 255-1841 Ext. 207 for Multnomah Education Service District application form and additional information.
An Equal Opportunity Employer

RADIO

Production Assistant/Continuity Director for major radio station. Must be strong on detail, have good computer skills, and at least two years overall radio experience.
Send resume to P.O. Box 14957, Portland, OR 97214.
Equal Opportunity Employer.

KPDV-TV
910 N. E. Union
Portland, Oregon 97232

JOB OPPORTUNITY

May 26, 1989

ACCOUNTING/ BUSINESS MANAGER

DESCRIPTION

Locally owned and operated television broadcasting company has need for experienced Accounting Supervisor and Business Manager. Must have 3-5 years hands-on experience in all facets of business management including computer based accounting and billing system. Degree in accounting or comparable prior broadcast experience required. Excellent salary and fringe benefits.

TO APPLY.

Please send confidential detailed resume (including salary requirements and educational background) to:

President
KPDV-TV
910 N. E. Union Avenue
Portland, Oregon 97232

AFFIRMATIVE/ACTION
EMPLOYER
EQUAL OPPORTUNITY
EMPLOYER

SOCIAL SERVICE

EMPLOYMENT & TRAINING COUNSELING

In Portland for non profit. Background in employment counseling and management. Experience with migrant/seasonal farm workers or economically disadvantaged clientele. Supervisory experience and good writing/communication skills. Bilingual English/Spanish required. \$7.84/hr plus exc fringe benefits.
Closes 6/2/89, 5 pm.

JOB DEVELOPER

In Hillsboro. Background in employment counseling and job placement, exp with farm workers and/or economically disadvantaged clientele, bilingual English/Spanish, good writing skills and communication ability. \$7.46/hr. Exc fringe benefits.
Closes 6/2/89, 5 pm.

Both positions require reliable insured transportation and clean driving record. Send resume to: Sharon White, Oregon Human Development Corp, 9620 SW Barbur Blvd, Suite 110, Portland, OR 97219. Equal Opportunity Employer.

EXECUTIVE DIRECTOR

Aggressive professional with minimum of 5 years administrative experience to provide leadership to Mt. Hood Branch. Non facility branch operates youth counseling, youth sports and child care. Requires proven success in fund raising, fiscal management and volunteer development. Salary \$24,000-\$31,000. Excellent benefits. Send resumes to Jerry Balsler, YMCA, 621 SW Alder, Portland, Or. 97205.

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MENTAL HEALTH

C-5 CHILDRENS PROGRAM

Salary range \$1644-\$2222 per month plus excellent benefits.

CODA Inc. seeks qualified applicants for Program Supervisor in the Childrens Program. Responsibilities include assisting program manager in development and operation of childrens Program, Supervision of 2-5 child care counselors, diagnosis, evaluation and treatment of drug affected infants, preschool and school aged children. Parent training, family assessment, treatment in individual, group and family settings, program development, contract management, liaison with CSD, schools and medical providers. Assist in program promotion and marketing. To qualify candidates must possess Master's degree in Human Services, 2 years human services experience, and staff supervision experience. Complete job description and application materials including screening questions are available at 210 NE 20th, Portland, OR. 97232.
Equal Opportunity/Affirmative Action Employer.

METHADONE PROGRAM COUNSELOR II

Salary range \$1109 - \$1577

CODA Inc. seeks qualified applicants for an entry level counselor position in the STAR Program. Responsibilities include: management of caseload of approximately 25 clients; providing individual and group therapy under senior counselor supervision; conducting skill training and development groups. Applicants must possess Associates Degree in health services or related field or certification as Chemical Dependency Counselor (CCDC) and 1 year supervised human services experience. Preference will be given to applicants with considerable knowledge of AIDES. Complete job description and application materials including screening questions are available at 210 NE 20th, Portland, OR. 97232.
Equal Opportunity/Affirmative Action Employer

COUNSELOR III

CODA Inc. seeks qualified applicants for Counselor position at Alpha House residential facility. Responsibilities include providing diagnosis and treatment to caseload of clients, conducting individual group and family counseling/therapy, coordinating therapeutic activities for clients, maintaining client records, assisting with administrative tasks, maintaining external contacts as required. Bachelors degree in health services and 2 years supervised human service experience are required. Salary range \$1232-\$1715 per month plus excellent benefits. Applications and screening questions available at 210 NE 20th, Portland, OR. 97232.
Equal Opportunity/Affirmative Action Employer.

BAKERY SALES PERSON SAFEMART

Union & Ainsworth
Thurs & Fri 10 am & 2 pm
Apply in Person
Equal Opportunity
Employer