

JOBS & CLASSIFIED

HOTEL

PORTLAND HILTON

Looking for eager people to fill the following positions:

- Bussers
- Secretaries
- PBX
- Desk Clerk
- Housekeeping
- Food Server
- Banquet
- Bell Staff
- Room Attendants
- Dishwashers

Apply direct Mon-Fri 9-12 noon, 921 SW 6th.
Equal Opportunity Employer

MENTAL HEALTH SKILLS TRAINER

.5 FTE to work with psychiatrically disabled adults in a 15-unit HUD complex, AA degree + 1 yr experience or BA required. Salary and benefits based on experience. may include weekend and evening hours. Send cover letter and resume to: B. Health, Mental Health Services West, 710 SW 2, Portland, OR 97204
Equal Opportunity Employer

WANTED

Over Weight People to lose up to 30 lbs. in 30 days for under \$38
ALL NATURAL
Dr. Recommended
100% Guaranteed
all Diane
88-1281 or 288-1371

RADIO

Portland radio station seeking experienced talk show host. Must have minimum 3 years experience as radio or TV talk host. Send resume to P.O. Box 14957, Portland, OR 97214.
Equal Opportunity Employer.

WASHINGTON COUNTY JOBS

Residential Services Aide: \$1443-\$1755/mo.
Project Manager/Planning: \$2725-\$3312/mo.
Call (503) 648-8607 for information.
County application forms req. Apply by August 11, 1989 to Washington County Personnel.
An E.O.E.

INFORMATION SPECIALIST, LIBRARY

Records Mgmt.

The Port of Portland has an immediate opening for an Information Specialist to manage information resources through the Port's technical library, to research information requests and to purchase all publications for the Port. Anticipated duties to include but not limited to:

- ☛ Research information requests using the library resources, outside resources, and computerized on-line data bases.
 - ☛ Manage and operate the library.
 - ☛ Maintain current knowledge of the Port's library resource, outside resources and Port business functions.
 - ☛ Orients staff to services and resources of library.
 - ☛ Routes publications and publisher notices.
 - ☛ Provides back-up to Records Information Specialist.
- Preferred qualifications include:
- ☛ Course work or equivalent experience in library service, cataloging and classifications systems, research and reference work, book selection, and library operations.
 - ☛ Good organizational and planning skills.
 - ☛ Experience or ability to use microcomputer, OCLC systems, on-line data bases, and work processing systems or software.
 - ☛ Good communications skills and good attendance.
 - ☛ Demonstrated successful problem solving skills.

In addition to a comprehensive benefit package, the Port offers tuition aid program and employer paid PERS. The Port also offers a starting salary range of \$15,360-\$17,607, with a full salary range of \$15,360-\$22,100. If interested and qualified, apply at the Port Employment Office, 14th floor, 700 N.E. Multnomah or call 503-231-5000, ext. 700 for complete application materials. All applications must be received by 5:00 pm, Friday, July 28, 1989.



INVITATION TO BID

C-TRAN is accepting bids for the construction of the Evergreen Transit Center/Park and Ride Lot. A goal of 15% Disadvantaged Business Enterprise participation has been assigned to this project. Bid specifications may be obtained at C-TRAN, 2425 NE 65th Avenue, Vancouver, Washington, 98661 (P.O. Box 2529, Vancouver, Washington 98661-2529, (206) 696-4494. Sealed bids will be accepted until 9:00 a.m., Friday, August 11, 1989.

Program Director, Portland Teachers' Program

Person needed to coordinate efforts of Portland Community College, Portland State University and Portland Public schools to attract and retain minority teachers in the Portland area. Bachelor's degree in Education or related field required. Experience in fund raising and grant writing required. Managerial and budgeting experience preferred.

Salary Range: \$27,000 - \$29,000 p/y
Closing Date: August 20, 1989.

To request application material contact:

Human Resource Management
Portland Community College
P.O. Box 19000
Portland, OR 97219
(503) 273-2823

An Affirmative Action Equal Opportunity Institution.

Mental Health

Mental Health Center seeks a crisis worker/ICP investigator, to work with an acute and CMI population. Provide crisis intervention, out reach, short term therapy, referral and follow up. Strong ICP and on call experience prefer. Must be able to work with multi disciplinary team. Master degree in Mental Health field or bachelors and 2 years clinical experience
We offer comprehensive salary and benefits

Resumes to:

Rodney R. Harry
4950 N.E. Martin Luther King Jr. Blvd.
Portland, Oregon 97211
(503) 249-0066
Closing 8-15-89

Equal Opportunity Employer
Minorities encouraged to apply.

OFFICE MANAGER/EXECUTIVE SECRETARY

Skills emphasize typing, filing, personnel supervision, excellent spelling, organized, knowledge of office equipment and computer experience a plus. \$1550-\$1650 Month plus benefits. Resume must be received by Noon Fri Aug 4 at: Portland Area Council of Camp Fire, 718 W Burnside Suite 410, Portland, OR 97209. No phone calls please.

MANICURE BOOTH

For Rent

Contact

517 N.E. Killingsworth
Please Come in
after 12 Noon

SURVEYOR TECHNICIAN II ENGINEERING SERVICES

The Port of Portland has an immediate opening for a Surveyor Technician II to provide the technical and professional skills and knowledge required to make independent judgments in the layout of all survey work and in making technical decisions necessary to complete design, property and construction surveys, and for the preparation of survey/Engineering drawings and legal descriptions, and to provide related professional and technical skills to meet the survey/engineering requirements of the Port. Preferred qualifications include:

- ☛ Course work equivalent to an associate degree in engineering/surveying technology, or equivalent combination of experience and training.
- ☛ Demonstrated experience showing ability to operate levels, EDMs, theodolites, and specialized total station survey instruments.
- ☛ Demonstrated experience showing ability to use tripods, level rods, range poles, prisms, compass and other survey-related equipment.
- ☛ Demonstrated experience showing ability to perform mathematical computations using geometry/trigonometry and its application to survey/engineering problems.
- ☛ Demonstrated knowledge of surveying/engineering procedures, practices, and terminology.
- ☛ Demonstrated ability to take charge of field survey crew with moderate supervision.
- ☛ Demonstrated ability to read, interpret, and understand property maps, legal descriptions, and engineering plans.
- ☛ Demonstrated experience and ability to perform drafting using standard drafting terminology and techniques.
- ☛ Demonstrated knowledge of civil computers and computer-aided drafting systems.

Also preferred:

- ☛ Ability to work on multiplicity of concurrent activities.
- ☛ Ability to work outdoors year-round.
- ☛ Must have or be able to obtain valid Oregon and/or Washington driver's license and meet Port driving standards.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$22,410-\$25,963, commensurate with experience and a full salary range of \$22,410-\$33,070.

If interested and qualified, apply in person at the Port of Portland Employment Office, 14th floor, 700 N.E. Multnomah, or call 503-231-5000, ext.700 for complete application materials. Resumes will not be accepted in lieu of an application, but may be included. All applications must be received by Friday, August 11, 1989, 5:00 p.m.



The Port is an Equal Opportunity Employer

INSURANCE

MEDICAL CLAIMS ANALYSTS

Blue Cross and Blue Shield of Oregon is currently accepting applications for Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross and Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:

- ☛ 1 year recent clerical work experience in a doctor's office or hospital setting
- ☛ Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a class room setting or office experience
- ☛ ICD-9/CPT-4 Coding
- ☛ A minimum of 6-12 months experience using a CRT in a production oriented environment
- ☛ Fast, accurate use of a 10-key calculator

Previous claims processing or insurance billing experience highly desirable. Position begins September 5th, 1989.

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

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



Equal Opportunity Employer

REQUEST FOR PROPOSAL

The Portland/Oregon Visitors Association is requesting proposals from Christmas tree farms relative to a direct mail campaign in November 1989.

The following items are requested:

- * 600-700 3 ft. Christmas trees (tabletop)
- * Supplied with lights, tinsel, decorations & stand
- * Custom packaging.

Please submit your proposals by August 18, 1989 to:

Chris Stone
Director of Sales

Portland/Oregon Visitors Association
26 S.W. Salmon Street
Three World Trade Center
Portland, OR 97204

IMPORTANT NOTICE

The Housing Authority of Portland does not discriminate against individuals with handicaps. HAP's programs and activities, which receive federal funding through the department of housing and urban development, are open to all people who are eligible to participate in them.

Examples of ways HAP does not discriminate against individuals with handicaps include but are not limited to:

- The access or admission to housing programs;
- Treatment while participating in housing programs;
- The employment in federally assisted programs and activities.

24 CFR part 8 of the federal regulations prohibits any discrimination against people with handicaps, who are eligible for or participating in programs or activities federally funded through HUD.

HAP's non-discrimination coordinator is:

William S. Walker, Director of Administrative Services
Housing Authority of Portland
P.O. Box 13220
Portland, OR. 97213
(503) 249-5543

INVITATION TO BID:

Sealed bids for the Lakeside Library Remodel, Lakeside, Oregon will be received by the City of Lakeside, 915 N. Lake Road, Lakeside, Oregon 97449, until 7:00 p.m. on August 24, 1989. Bid openings will be conducted in the Existing Library at the City of Lakeside's City Hall and bids will be publicly opened and read aloud.

Project consists of the renovation and remodel of the old Lakeside Elementary School into the Lakeside Library. Project consists of building a new 96 sq.ft. entry and remodeling 2025 sq.ft. of existing classroom space into a library. Estimated cost of construction is \$40,000.00.

Construction Documents may be seen at the office of Lon L. Samuels, Architecture and Planning; 170 S. 2nd, Suite 202; Coos Bay, OR (503) 269-5555, and the following locations:

City of Lakeside, City Hall	Lakeside, Oregon
Construction Data and News (Westside Office)	Portland, Oregon
Construction Data and News (Eastside Office)	Portland, Oregon
American Contractor	Portland, Oregon
Portland Observer	Portland, Oregon
Salem Contractors' Exchange	Salem, Oregon
Eugene Builders Exchange	Eugene, Oregon
Douglas County Builders Exchange	Roseburg, Oregon
Oregon Builders Exchange	Roseburg, Oregon
Builders Exchange	Medford, Oregon
Josephine County Builders Exchange	Grants Pass, Oregon
Dodge Scan	Seattle, Washington

One copy may be obtained by prospective bidders from the Architect upon a deposit of \$50.00. additional sets and partial sets may be purchased from the Architect for \$2.00 per plan sheet and \$.25 per specification sheet. The deposit will be refunded upon the return of the plans and specifications in good condition within ten days after the bid opening by bidders. Non-bidders will forfeit their deposit if plans and specifications are not returned prior to bid opening.

Contractors may tour the existing building by calling City Hall (503) 759-3011 between 8:00 a.m. and 4:00 p.m.

No bid will be considered unless fully completed in the manner provided in the "Instructions to Bidders" upon the Bid Form provided by the Architect and accompanied by a Bid Bond, Cashiers Check or Certified Check executed in favor of the City of Lakeside, Lakeside, Oregon, in an amount not less than 10% of the total amount of the bid if the bid is \$10,000.00 or more. Bid Bond, Cashiers Check or Certified Check to be forfeited as a fixed and liquidated damage should the bidder neglect or refuse to enter into a contract and provide suitable bond for the faithful performance of the work in the event the contract is awarded to him.

The successful bidder shall comply with the Davis-Bacon Act regarding wage rate requirements and produce appropriate certificates that they have complied. The proposed Contract is under and subject to Executive Order 11246 of September 24, 1965 and to the Equal Employment Opportunity (EEO) and Federal Labor Provisions. Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contractor entered into pursuant to this advertisement. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause", the "Standard Federal Equal Employment Opportunity Construction Contract Specification", and "Section 3" Requirements set forth herein.

The Contractor's compliance with the Executive Order and the regulation of CFE Part 60-4 shall be based on its implementation of the Equal opportunity Clause, specific affirmative action obligation required by the specifications set forth in 41 CFR 50-4.3(a), and its effort to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract and in each trade and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

The Contractor shall provide a written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier of construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor, employer identification number, estimated dollar amount of the subcontract; estimated starting and completion, dates of the subcontract, and the geographical area in which the contract is to be performed.

As used in this notice, and in the contract resulting from this solicitation, the covered area is the Coos Bay area.

This project is being financed by funds from the Library Services and Construction act. Title II Allotment for FFY 1989. The City of Lakeside is the recipient of the funds and is responsible for administration of the grant funds.

The Owner reserves the right to reject any or all bids and to waive all informalities. No bidder may withdraw or modify his bid after the hour set for the opening and thereafter until the lapse of thirty (30) days from the bid opening.

Pat Bernier, Mayor
City of Lakeside

NOTICE OF INTENT

The Oregon Department of Transportation, Office of Public Affairs, is seeking consultants to edit technical documents on an as-needed basis. The Department proposes to engage two or three consultants for services on a flexible service contract. The Office of Public Affairs will assign work on a project-by-project basis. Contracts will be limited to a maximum fee of \$10,000 each.

If you are interested in being considered, a Request for Qualifications can be obtained by calling or writing Bob Thompson, Consultant Liaison Engineer, 309 Transportation Building, Salem, OR 97310; telephone (503) 378-6563.

Request for Proposal is due on August 7, 1989.

NOTICE OF INTENT

The Oregon Department of Transportation, Highway Division, Environmental Section, is seeking a consultant to conduct environmental research and prepare environmental documentation for highway construction projects on an as needed basis. The Environmental section will assign work on a project-by-project basis. The contract will be limited to a maximum fee of \$250,000 for a 2 year period.

If you are interested in being considered, a Request for Qualifications can be obtained by calling or writing Bob Thompson, Consultant Liaison Engineer, 309 Transportation Building, Salem, OR 97310; telephone (503) 378-6563.

Request for Proposal is due on August 11, 1989.