# JOBS & CLASSIFIED

#### LIBRARIAN

Portland State University Library. Fixed term.50 FTE October 1, 1989 through August 31, 1990 (20 hours/ week) vacancy for Information/ Bibliographic Instruction Librarian. Duties include Bibliographic Instruction activities, prepare and provide lectures, tours and instructional materials. Other responsibilities include general reference and faculty liaison. Some evening and weekend duties. Master's degree in Library Science from ALA accredited institution. Salary: \$12,060 minimum (.50FTE basis). Rank: Assistant Professor: contact Joseph J. Kohut, Search Committee Chair, Portland State University Library, P.O. Box 1151, Portland, OR 97207-1151, or call (503) 464-4735. Application deadline: August 31, 1989. Portland State University is an Affirmative Action Equal Opportunity Employer and Institution. Minorities, women and members of other protected groups are especially encouraged to apply.

#### COUNSELING

#### PLACEMENT SPECIALIST

Provide vocational & educational placement assistance to disadvantaged youth ages 16-24. Must possess strong skills in communication, case mgmt, public relations, and program development. Back ground in counseling & youth work preferred. BA or equiv exp required. Personal computer aptitude a must. Competitive salary & benefits.

Send resume by Tue Aug 15th to: Robert Baker, Project Director, NAI/Job Corps Admissions & Placement Agency, 520 SW 6th Ave, Suite 1225, Portland OR 97204.

#### FISCAL SPECIALIST/ **PART-TIME**

Work involves compiling, maintaining and verifying bookkeeping records. Will work an average of 24-32 hours per week but hours could vary according to district needs. Applicants must have

demonstrated successful experience or training in bookkeeping and the ability to apply the knowledge to the generation and maintenance of accounts payable, accounts receivable and payroll records.

Wage: \$9.08 per hour. Official Salem Area mass Transit District application form must be received by District no later than August 25, 1989 at 3140 Del Webb Ave.

N.E.,;Salem, Oregon 97303. An Equal Opportunity Employer.

# **SECRETARY**

Full Time 40 Hours. Duties to include busy general ecumenical administrative work, receptionist, mailings, computer (Word Perfect, Data Base), errands, and related tasks. Salary \$13,000 (full time annual) to start. Benefits include health, dental, disability, life and unemployment insurance; holidays, vacation, sick, personal leave. Do not send resumes.

Request position description and application from ECUMENICAL MINISTRIES

OF OREGON 245 S.W. Bancrotft St., Suite B Portland, Oregon 97201-4258

(503) 221-1054 Position may close anytime after Friday, August 19, 1989.

EMO is an equal opportunity employer.

TEACHER

### INSTRUCTIONAL CONSULTANT

Provide instructional support to children, teachers and other support staff in the MESD Department of Special Education, including the development, implementation, and review of Individual Education Programs.

Appl Deadline: 08/23/89 by 2pm to be considered for the first screening. Open until filled.

Call 255-1841, Ext 207 for Multnomah Education Service District, application form and additional infor-

An Equal Opportunity Employer

"ATTENTION: EARN MONEY READING BOOKS! \$32,000/ year income potential. Details. (1) 602-838-8885 Ext.Bk 12859.

"ATTENTION-GOVERNMENT HOMES from \$1 (U-repair). Delinquent tax property. Repossessions. Call 1-602-838-8885 Ext.GH 12859

"ATTENTION-GOVERNMENT SEIZED VEHICLES from \$100. Fords, Mercedes, Corvettes, Chevys. Surplus Buyers Guide. 1-602-838-8885 EST. A12859

ATTENTION-HIRING! Government jobs-your area. Many immediate openings without waiting list or test.\$17,840-\$69,485. Call 1-602-838-8885. EXT. R 12859

#### **EDUCATION**

#### PORTLAND PUBLIC **SCHOOLS Evaluation Assistant For Test Development**

Assists in developing & maintaining PPS's electronic test item banks/ item bank databases in reading mathematics, language usage, science & direct writing. 2 yrs exp with MS/DOS & IBM/PC Min 1 yr exp w-microcomputer databases. Annual salary range: \$25,833-\$33,561 based upon exp & prepa-

pplications accepted thru Aug 31, 1989 at 4:30pm. Applications & job description available at Blanchard Education Service Center, Personnel services, 501 N Dixon, Portland.

**Equal Opportunity Employer** 

#### CLERK/TYPIST/NIGHT RECEPTIONIST

Energetic, motivated team player needed in front office of busy mental health agency. Skills needed: 50-60 wpm typing, word processing, good phone ability, filing, and fee posting. Must be organized, responsible and reliable. Hours: Mon.-Thurs. 10:00am-9:00pm. Starting salary \$5.75 hour plus benefits. Closing date for receiving applications: Aug. 22. Send resume and cover letter to T. Deuchar, Morrison Center, 3355 SE Powell Blvd., Ptld., Ore., 97202.

Equal opportunity employer.

# RECEPTIONIST

One Church, One Child is seeking a qualified, professional person with excellent clerical skills and a friendly personality. Must have experience in handling phones and must be able to work independently. Position is 20-25 hrs/wk-\$5-\$6/hr based on experience. Send Resume to:

P.O. Box 11611 Portland, Ore. 97211 Deadline is August 25, 1989

# VISTA VOLUNTEER

One Church, One Child is seeking a volunteer who will be required to do office work related to adoption recruitment. Volunteer will be given a monthly stipend from the VISTA

Interested persons should call 285-7634.

Deadline is August 25, 1989.

#### MANAGER OF **OPERATIONS** \$3882-\$4718

Per Month Recruiting for senior level manager. Responsible for operation & maintenance of electric distribution system for a 14,000 customer electric utility. Duties include supervision, planning, budget preparation & control, employee development & training, & frequent public contact. Must have at least 10 yrs. progressively responsible exper (min 2 yrs supervision) as line worker, foreman, engineer or related position. A Bachelor's Degree may substitute for 4 yrs exper. For an application packet, contact Jennifer Grant,

Emerald People's Utility District, 33733 Seavey Loop Road, Eugene, OR 97405. (503) 746-1583. Completed packets must be returned by 8/22/89.

#### AUDIENCE PROMOTION MANAGER

Description:

KPDX FOX 49 is looking for a creative, knowledgeable, hands-on leader to ignite excitement and direct 5 person promotion staff. Minimum of 5 years experience in a broadcast promotion department. Must be well versed in radio, house on -air, print, outdoor and special events. The person we are looking for will report directly to top management. Top drawer production facility and high 6 figure media budget part of the mix. Understanding and ability to direct and execute over-all station image is essential.

Salary commensurate with ability and experience.

> Send resumes to: Dennis Undergraff

V.P. Programming and Operations KPDX-TV P.O.Box 49 Portland OR 97207.

No Phone Calls AFFIRMATIVE ACTION EM-PLOYER **EQUAL OPPORTUNITY EMPLOYER** 

#### DATA PROCESSING SYSTEMS ANALYST

For the Oregon Legislative information System (OLIS), of the Oregon Legislative Assembly. Participates in design and development of automated systems for text processing, data processing and office

automation support to the legislature. Migrating from Executive Department shared MVS environment to local IBM 4381 running VM. Development software: SQL/DS, QMF, AS, CSP, COBOL, STAIR/ CMS. Text processing software: Displaywrite 370, IBM Publishing Solutions Master Series, DCF.

Experience with COBOL, CSP or other procedural languages required. Experience with relational data bases desired. Salary range \$2,199-\$2,808 per month. Application materials must be received by 5PM, August 23, 1989. For exam questions and application contact Personnel Services, Legislative Administration Committee,

97310. (503) 378-8530. Equal Opportunity Employer.

S401 State Capitol, Salem, OR

#### DEPUTY DIRECTOR Board on Police Standards and Training

Requires five years of strong management experience plus knowledge of training techniques and criminal justice system. \$33,696-\$43,056 annual salary. Located in Monmouth. Contact Tina Clawson for application information, 503-378-2100, Board on Police Standards and Training, P.O. Box 70, Monmouth, Oregon 97361. Application deadline: September 8,

Equal Opportunity Employer.

The Personal Choice Medical and Dental Career Training

Dental Assistants Medical Assistants Medicai Dental Secretaries



Ipollo College is the ackhone of my career. ARA CARIER MEDICAL ASSISTANT

You can enter your new career by registering today for full or part time training at

APOLLO COLLEGE 2025 Lloyd Center

Fortland, OR. 97232 **288-4400** 

# Production

Line work local food company needs a meat processing worker in a cool, wet environment. Lift up to 80 lbs regularly. Starts at \$5 per hour. Call Jerry at 257-9824

#### DIETITIAN, REGISTERED

Fairview Training Center, a large state residential training facility for MR/DD individuals, seeks registered dietitians. Must be registration eligible from the commission of dietary registration of A.D.A. Salary: \$1615 to \$2017/ month, generous fringe benefits for application information contact:Personnel Office, Fairview Training Center, 2250 Strong Rd., SE Salem, OR 97210. (503) 378-

#### **Staff Position-Part Time**

For Volunteer organization Good telephone skills, ability to learn quickly, well organized, en-

ergetic, computer experience required. Send resume by August 31 to: Oregon Women's Political Caucus P.O. Box 40213, Portland, OR 97240

**Data Processing** 

## Trainee

American Data has an excellent opportunity available for a full time position in our Computer Operations Support Department. The position is responsible for the breakdown and distribution of reports and several other duties.

Must be able to lift up to 50 pounds, meet deadline pressures, and maintain a high degree of accuracy in their work. Hours: Tuesday through Friday, 2am to 10am, Saturday 8am to 5pm. Salary \$1040/Month.

We have an excellent benefit program with computer training available. Qualified applicants should submit their resume to:

#### Spac/American **Data Services**

4550 S.W. Macadam Avenue Portland, OR 97201

Applicant hours: 9am-2pm, M-F

**Equal Opportunity Employer** 

ENVIRONMENTAL SPECIALIST 2 (Social Science Specialist [Socioeconomist]) \$2000-\$2559

This position is with the Department of Transportation, Highway Division, in Salem. The employee in this position analyzes the effects of transportation projects on communities, institutions, and local economies, and details findings in technical reports, impact statements, and other public documents. For a full description of the job and application materials, contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, or call (503) 378-6281.

AN AA/EEO EMPLOYER

# GENERAL OFFICE

Colonial Pacific Leasing, a Pitney Bowes Company, is recruiting for entry-level positions. Qualified candidates should have strong data entry and clerical skills; credit bureau knowledge would be helpful. Please forward resume to Manager, Human Resources, P.O. Box 1100, Tualatin, OR 97062.

Colonial is an affirmative action/ equal opportunity employer.

## Liaison, Gifted And Talented Program Operations

To plan, schedule, implement, provide feedback and keep records on Gifted and Talented Program activities assigned annually by the Curriculum Coordinator.

Salary \$10..33/hr

An Equal Opportunity Employer

# SOCIAL

Social Service. Intake worker for Shared Housing Program. Gen. clerical skills + exp w/diverse pops desired. \$5.50 hr start + generous benefits. Pickup application before Aug. 23 at Shared Housing, 335 NE 19th Ave. (enter on Flanders). Tue-Fri 9-4

#### PARKING CONTROL REPRESENTATIVE PORTLAND INTERNATIONAL AIRPORT

The Port of Portland has part-time and full-time Parking Control Representative positions available at Portland International Airport. This is a customer service oriented position responsible for moving traffic, providing information, and enforcing parking ordinances. Individuals selected must join union within 30 days of hire. Anticipated duties include, but not limited to:

Direct traffic and prevent girdlock on terminal roadways and parking

Through personal contact and interaction convince customers to not violate roadway parking policies.

Handle complaints on parking citations and other airport services in a cooperative and nonconfrontive manner.

Assist customers and provide information on airport use, services and the metropolitan area.

Issues parking citations as necessary.

Testify in District Court as needed.

Perferred qualifications include:

One year or more experience involving high level of public contact and familiar with City of Portland.

Previous work experience demonstrating coopertative, tackful and

service oriented contact with the public. Demonstrated ability to work in stressful environment.

Ability to work in weather extremes and be on feet for long periods of

Able to pass physical and hearing test.

The Port offers a comprehensive benefit package and starting salary of \$8.00 per hour.

f 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. Resumes will not be accepted in lieu of an application but may be included. All applications must be received by 5:00 PM, Friday, August 18, 1989.

Women and minorities encouraged to apply.

Equal Opportunity Employer



# PARKING CONTROL SUPERVISOR

The Port of Portland has a challenging opportunity to supervise the daily operations of Parking Control representatives at Portland International Airport. This is a customer service oriented position responsible for moving traffic, providing information, and enforcing parking ordinances. Anticipated duties include, but not limited to:

PORTLAND INTERNATIONAL AIRPORT

Is responsible for supervision of part-time and full-time staff, including the recommendation for hiring and complaint resolution.

+ Working supervisor may assist directing traffic, issuing citations when necessary and preventing gridlock on terminal roadways and parking

Through personal contact and interaction convince customers to not violate roadway parking policies.

Assist customers and provide information on airport use, services and the metropolitan area.

Attempt to handle unresolved complaints on parking citations and other airport services in a cooperative and nonconfrontive manner.

Testify in District Court as needed.

'referred qualifications include:

Previous demonstrated successful supervisory experience.

Demonstrated successful work experience involving high level of public contact and familiar with the City of Portland.

Demonstrated ability to work in stressful environment. Able to work in weather extremes and be on feet for long periods of

Able to pass physical and hearing test.

he Port offers a comprehensive benefit package and a salary commensurate with experience, with a full salary range of \$20,390-\$29,910.

Because this is a developing department, this is a provisional position, which is anticipated to last for one year. It will be evaluated at that time for continuation.

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 pm Friday, August 18, 1989.

PORT OF PORTLAND The Port is an Equal Opportunity Employer



# **SUB-BIDS REQUESTED**

The Dalles Dam North Shore Fishway Hydroelectric The Dalles, Oregon Bid Date: August 22, 1989 10:00 A.M.

MASSMAN CONSTRUCTION CO. P.O. Box 8458 Kansas City, MO 64114 (816) 523-1000 FAX (816) 333-2109

We are an equal7al opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.

# ATTENTION RENTERS **R&R Management Can Help You!**

We have from one (1) to four (4) bedrooms. Newly remodeled Nice, clean for familys who care about how they live. Sec. 8 We Welcome you

> Call 282-4696 2413 NE Martin Luther King Jr. Blvd. We Can Help