

# JOBS/CLASSIFIED ADVERTISING

## PROGRAM DEVELOPMENT ASSISTANT

### DEVELOPMENT DEPARTMENT

Entry: \$25,536-\$27,840/Yearly

Provide administrative support and technical assistance in various phases of program/project planning and execution, collect and analyze data and prepare reports. Work with staff, public and private interest groups, vendors and contractors. Assist in preparation of urban renewal documents and development plans. Must have knowledge of organization, functions and activities of local government; knowledge of analytical and research techniques; knowledge of the principles of public administration; knowledge of budgeting concepts; skill in analyzing, interpreting and reporting research findings. Must possess effective oral, written and interpersonal skills.

To receive an application packet contact The Portland Development Commission, Human Resources Section at 796-6819. Closing date: February 16, 1990.

*Equal Opportunity Employer*

## SUBSTITUTE EDUCATIONAL ASSISTANTS

### ON-CALL ONLY

Application Deadline:

OPEN RECRUITMENT.

Call at 255-1841 Jeaneen for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, Oregon.

*Equal Opportunity Employer*

## SUBSTITUTE REGISTERED NURSES

### ON-CALL ONLY

Application Deadline:

OPEN RECRUITMENT.

Call at 255-1841 Jeaneen for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, Oregon.

*Equal Opportunity Employer*

## SUBSTITUTE TEACHERS

### ON-CALL ONLY

Application Deadline:

OPEN RECRUITMENT.

Call at 255-1841 Jeaneen for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, Oregon.

*Equal Opportunity Employer*

## EXECUTIVE DIRECTOR

With strong leadership for developing urban youth corps. Minimum 5 years high level management in non-profit organization or youth corps. Experience with youth development, fiscal management, fundraising, PR, and agency coordination. Must work well with public officials and youth. Strong communication skills essential. \$33,000-\$37,000 with benefits. Closing February 15, 1990. Send resume to: Urban Youth Corps, Youth Program Office 426 SW Stark, 6th, Portland, OR 97204.

*Equal Opportunity Employer*

## ATTENTION: EARN MONEY TYPING AT HOME!

32,000/Year Income Potential. Details: (1) 602-838-8885, Ext. T-12859.

*Equal Opportunity Employer*

## ATTENTION: EASY WORK EXCELLENT PAY!

Assemble products at home. Details: (1) 602-838-8885, Ext. W-12859.

*Equal Opportunity Employer*

## HIGHWAY EQUIPMENT SUPERINTENDENT

Salary: \$3,050-\$4,298/Mo.

This position is in Salem, Oregon. It directs an organization of 200 people, which acquires and maintains vehicles and heavy equipment, operates a large parts supply, manufactures signs, and carries out related programs. For application, write or call ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310 (503) 378-6281. Apply now. This position could close without further notice.

*Equal Opportunity Employer*

## MENTAL HEALTH COUNSELOR V FAMILY SERVICE COORDINATOR

Beginning Salary: \$1,700-\$1,800/Mo. Plus Excellent Benefits

CODA Inc. seeks supervisor for Family Services Program in drug treatment program. Responsibilities include development and operation of residential and out-patient programs, supervision of 2-5 child care counselors, supervision of all clinical activities, performance of program development, contract management and liaison.

To qualify: Master's degree in human services, experience in staff supervision, and 2 years supervised human services experience are required.

To apply: Complete and submit standard CODA application form with answers to screening questions. Application materials available at CODA INC., 210 NE 20th, Portland, OR 97232. 239-8400.

*An Affirmative Action/ Equal Opportunity Employer*

## MENTAL HEALTH C-III ALP

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*An Affirmative Action/*

*Equal Opportunity Employer*

## ADMINISTRATOR EMPLOYEE AND INFORMATION SERVICES DIVISION OREGON DEPARTMENT OF CORRECTIONS

To manage multi-faceted Division providing services including personnel, labor relations, information systems, training, safety management, and rules and procedures development to carry out the mission and goal of the Department. Salary range: \$3,714-\$5,225/Mo. Liberal insurance coverage, flexible benefits, retirement, vacation & sick leave. For detailed announcement & application contact: Personnel Mgr., Dept. of Corrections, 2575 Center St. NE, Salem, OR 97304; 503/378-2497; FAX 503/373-1173. Recruitment closes 02/26/90.

*An Affirmative Action/*

*Equal Opportunity Employer*

## ASSISTANT TO THE CITY MANAGER/PERSONNEL

City of Milwaukie, OR

The city is seeking a personnel professional to manage City's personnel function, act as Assistant to the City Manager and manager the Community Services Department. Requires: Bachelor's degree plus minimum of 5 years related experience. Requires City application form. To obtain application packet submit resume to City of Milwaukie Personnel Office, 10722 SE Main Street, Milwaukie, OR 97222; 659-5171, FAX #652-4433. Closing date: 5:00 p.m., March 1, 1990 for resume, 5:00 p.m. March 9, 1990 for supplemental questionnaire.

*Equal Opportunity Employer*

## BANKING

### LOAN OFFICER

Security Pacific Bank Oregon has an immediate opening for a Loan Officer in our Special Assets Business Division. Position is responsible for the management of commercial business workout credit. Requirements include 3-5 years commercial banking experience, a working knowledge of business financial reporting, demonstrated ability to analyze and evaluate financial reports and business related problems, excellent communication skills, and proven problem solving and negotiation skills.

As part of Security Pacific, the 4th 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.

SECURITY PACIFIC BANK OREGON  
Personnel Department

## TELECOMMUNICATIONS SUPERVISOR

### Blue Cross and Blue Shield of Oregon

BCBSO is currently seeking a highly motivated individual with experience in managing all voice and data communication activities within the corporation. Previous management experience, project management skills and excellent communication abilities are required. Applicants should have a minimum of three years supervisory experience and eight years experience in the telecommunication industry. He/she must be familiar with the necessary management techniques to maintain a stable and cost effective communication network, and be familiar with current communication technology and directions.

This person will be responsible for managing five ROLM and Siemen PBX systems interconnected via multiple T1 circuits, and a large multi-state data communication

## BUILDING INSPECTOR III

(Plumbing)

Salary Range: \$1,918-\$2,492/Mo. DOQ

Reviews plans for and inspects structures for compliance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to the safety, health and welfare of the public. Requires state certification at "A" level in plumbing. State certification levels in structural, mechanical and plans examiner will be determined by hiring authority. Requires high school graduation or equivalent GED certification plus nine years building inspection experience. Two years college level education in building inspection technology may offset equivalent years of experience. Hiring authority may determine other equivalencies. Must have effective communication skills. Must have a valid driver's license at time of appointment. Interested applicants must submit a West Linn employ-

## EXECUTIVE DIRECTOR

To administer essential and transitional services for homeless/low-income including mass shelter, clinic, meals, etc., 3 separate facilities. Requires: 3 years managerial and social service experience including budget, advocacy, networking, MS behavioral science or BS plus 2 years additional experience. \$28,30,000 start DOQ. Resume with 2 letters of recommendation to: Burnside Community Council, 313 E Burnside, Portland, OR 97214, attn: Search Committee.

*An Equal Opportunity Employer*

## CUSTOMER SERVICE REPRESENTATIVE (4)

Location: Portland, Oregon

Open Date: January 10, 1990

Closing Date: Until Filled

RESPONSIBILITIES: Answer telephone and in-person inquires regarding cable television sales, service and billing in a professional manner.

Input customer cable orders, service calls, customer inquires and complaints on a computer terminal.

Research billing and service problems. Same day call-back of newly installed subscribers.

Process customer payments, balance cash drawer, prepare bank deposits and make related bookkeeping entries.

Promote inter and intra departmental communications and rapport.

QUALIFICATIONS

Minimum:

- \* Telephone skills.
- \* Typing skills.
- \* Ability to follow Policies and Procedures.

- \* Oral communications skills.

- \* Problem solving skills (coping with stress).

- \* Have a basic understanding of how the cable system works.

- \* Ability to work well with co-workers and public.

Preferred:

- \* Cable experience - 1 year.

- \* Customer service experience - 1 year.

- \* Computer experience or education - 1 year.

- \* Neat appearance.

- \* Dependable.

- \* Self-starter.

SEND INQUIRIES TO:

Attn.: Katherine McEneaney,

TCI CABLEVISION OF OREGON

3500 SW Bond Avenue

Portland, Oregon 97201

(503) 243-7426

*Equal Opportunity Employer*

## OREGON STATE POLICE

Your full service police agency offers

you more than just a job... but a career with prestige, by rendering services to all citizens.

We want men and women who seek to improve themselves, their family, community and state.

The agency offers excellent career and promotional opportunities for those with a good work ethic and desire to excel.

Salary: \$2,237-\$2,937/Mo.

BENEFITS

- \* Paid Health & Dental Insurance.

- \* Contribution to Retirement.

- \* Paid Vacation.

- \* Uniform & Safety Equipment Furnished Including Cleaning Allowance.

- \* Other Paid Leave Includes Holidays, Sick Leave and Personal Days Off.

- \* Overtime Pay.

- \* Incentive Pay & Many Others.

REQUIREMENTS

- \* 21 Years of Age.

- \* High School Graduate or Equivalent.

- \* U.S. Citizen.

- \* Oregon Driver's License (Good Record).

- \* No Felony Convictions.

- \* Good Moral Character.

- \* Good Health.

- \* Vision No Less Than 20/80 Each Eye, Correctable to 20/20 Each Eye.

To Apply or Obtain More Information Contact:

Oregon State Police 107 Public

Service Bldg.

Salem, Oregon 97310

Telephone: (503) 378-8192

or

Your Local State Police Office

Woman & Minorities are

Urged to Apply

*Equal Opportunity Employer*

ATTENTION:

EARN MONEY READING

BOOKS!

\$32,000/Year Income Potential.

Details: (1) 602-838-8885 Ext. Bk12859.

*Equal Opportunity Employer*

# Best Available Copy

will substitute for experience. Applicants must also have general office experience, phone experience, interaction with the public, 10 key as well as good written communication skills. Previous insurance experience and CRT/PC experience are desirable. The Group Accountant is responsible for establishing & maintaining accurate up-to-date eligibility records for all groups.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #018 at the top of your resume or in your cover letter. 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*

## BANKING

### TELLERS

(FULL AND PART-TIME)

Security Pacific Bank Oregon has opportunities available for individuals committed to providing the highest level of client service. Qualified applicants will have a minimum of six months previous cash handling experience, familiarity with 10-key adding machine, and superior client service skills.

Please apply in person at:

SECURITY PACIFIC BANK OREGON  
Personnel Department  
1001 SW 5th Avenue  
Second Floor  
Portland, OR 97204(503) 796-3878  
APPLICANT HOURS  
Mon.-Fri. - 9 a.m.-1 p.m.  
*Equal Opportunity Employer*

sure, typing 65 wpm, course work in word processing technology also desirable.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately place ad #023 at the top of your resume or in your cover letter. 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*

## SECRETARY/CLERK FOR PORTLAND OFFICE OF AMERICAN FRIENDS SERVICE

We need someone with great skills, bilingual in Spanish and English. Good pay/benefits. Resume to AFSC, 2249 E Burnside, Portland, OR 97214 by February 7th, 1990. Call (503) 230-9427 for more information.

Women, people of color, gay, lesbian and differently abled persons are encouraged to apply.

*An Equal Opportunity Employer.*

## AUTOS FOR SALE

National Publication Services  
6438 Calumet Avenue  
Hammond, IN 46324  
GOVERNMENT SEIZED vehicles from \$100. Corvettes, Chevys, Porsches, and other confiscated properties. For buyers guide. 1-800-448-2562 ext 4552. Also open evenings and weekends.

New Location:  
Portland Observer  
4747 N.E. Martin Luther  
King, Jr. Blvd.  
Portland, Oregon 97211