

JOBS/CLASSIFIED ADVERTISING

HUMAN RESOURCES MANAGER

City of Gresham, OR
Salary: \$3,406-\$4,345/Monthly
Plus Excellent Benefits

The City of Gresham seeks a strong generalist in public sector personnel administration. Energetic 'working supervisor' attitude plus technical skills and ability to maintain a highly productive division. Initiate, develop, and complete complex projects and programs. Ability to manage a municipal self-insured risk program a plus.

Requires 5 years prog. resp. experience in personnel administration and a BA in human resources, business, or related field. Five or more years human resource management experience strongly preferred. Related experience may substitute for part of required education.

The City of Gresham (pop.: 60k) is a full-service city with 320 employees and is managed by a City Manager. Early application is encouraged. Closes April 19, 1990. Call (503) 669-2309 for REQUIRED CITY APPLICATION PACKET.

City of Gresham
Human Resources Division
501 NE Hood, Suite 100
Gresham, OR 97030
An Affirmative Action/
Equal Opportunity Employer

INSURANCE CUSTOMER SERVICE FULL & PART TIME

Blue Cross and Blue Shield of Oregon is currently accepting applications for full-time and part-time Customer Service Representatives in the Customer Service Department.

This position is responsible for in depth knowledge of all aspects of Blue Cross & Blue Shield of Oregon business. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form.

Qualified applicants will be able to work autonomously in fast paced environment, and must have demonstrated excellent attendance in previous employment.

Other requirements include:
* 1 year work experience in insurance industry.

* 1 year experience in customer relations.

* Medical/dental terminology.
* Organizational skills.
* CRT experience & ability to type 30 wpm & 10 key calculator.
* Procedural codes helpful.
* Good math skills.

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 #089 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

MAINTENANCE

JOURNEY-LEVEL MILLWRIGHT

The James River Corporation, Wauna Mill, has an opening for a journey-level Millwright. Candidates must be able to prove journey-level status either by showing that they have completed a 4-year apprenticeship program, or have at least 8 years experience millwrighting. Prefer experience in pulp and paper industry, or other heavy industry. Proof of journey-level status and a resume must accompany the application. Journey-level rate is \$19.91 per hour plus fringes.

Candidates must apply in person only at the Oregon Employment Division, 818 Commercial Street, Astoria, or at the Washington Employment Service, 711 Vine Street, Kelso, beginning Monday, March 12 from 8:00 a.m.-5:00 p.m., and closing Friday, March 23 at 5:00 p.m.

James River Corporation

Equal Opportunity Employer
MIF

WORD PROCESSING INFORMATION

PROCESSING ANALYST IV

High volume department in a major health insurance company has an opening for an Information Processing Analyst IV. Qualified applicants must have the following experience:

At least two years demonstrating accuracy and ability to work with very detail-oriented reports; minimum of two years experience on the IBM 8100, Office Systems or Display-Writer. Requires demonstrated ability to comprehend and work with computers as they relate to word processing and records processing, as well as learning electronic spreadsheet applications. Must be machine oriented; must be able to work under extreme pressure. Excellent written and verbal communication skills. Six months experience as a copier key operator is desired. Typing 70 wpm.

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 #081 at the top of your resume or in your cover letter. Send resume to:

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SIGNATURE LOANS AVAILABLE REGARDLESS OF CREDIT... PROCESSED IN 48 HOURS! CALL (309) 828-6948

ECONOMIC OPPORTUNITY COMMITTEE OF CLARK COUNTY, INC. HEAD START OF CLARK COUNTY TRANSPORTATION MANAGER

Salary Range: \$8.17-\$9.93/Hr.; 40 Hours/Week; 40-45 Weeks/Year

5 years progressively responsible experience in coordinating and implementing transportation programs. Bachelor's Degree in Human Services or related field can be used as substitute for 3 years of the required experience. At least 1 year supervisory experience. Knowledge of Head Start and Clark County geography.

TEACHER ASSISTANT II
Salary Range: \$6.06-\$7.37/Hr.; 28 Hours/Week

AA in ECE or CDA and 1 year experience with 3-5 year olds in preschool setting.

SUBSTITUTE TEACHER
Salary: \$8.66/Hourly

Head Start is developing a substitute list. B.A. in Education, prefer ECE. 1 year paid experience with 3-5 year olds in preschool setting.

All positions require dependable automobile, driver's license and insurance. Obtain EOC application, position announcement and job description, 9:00 a.m.-4:00 p.m., Mon.-Fri., at Head Start office, 10619 N.E. Coxley Dr., Vancouver, WA 98662, (206) 896-9912. Completed applications must be received in Head Start office by 4 p.m., Tuesday, March 20, 1990.

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RECEPTIONIST/PBX OPERATOR

For private, non-profit, social services agency. Full-time position. Heavy phone work. Must have previous experience in both reception & switchboard procedures. Must take accurate messages and have a personable phone manner. Light typing skills preferred. Obtain applications at 2301 N.W. Glisan, Portland, Oregon. \$5.25 and up per hour, DOE.

Equal Opportunity Employer

EDUCATION

PORTLAND PUBLIC SCHOOLS

Community Resources Professionals needed to work part time in Talented and Gifted Education Program. Experience with elementary students necessary. Training and/or experience in creative problem solving, thinking skills, cooperative learning preferred. Applicants to work with 1st and 5th grade. Possible 2-19 hours per week. \$15 per contact hour.

To apply: Submit current resume and complete an application at Personnel Services, Blanchard Education Service Center, 501 N. Dixon. Applications accepted through March 30. For information call 280-6198.

An Affirmative Action/
Equal Opportunity Employer

AUTOS FOR SALE

GOVERNMENT SEIZED vehicles from \$100. Corvettes, Chevys, Porsches, and other confiscated properties. For Buyers Guide 1-(800) 448-2562, Ext. 11552. Also open evenings & weekends.

USHERS

Portland Center for the Performing Arts
MALE & FEMALE

Salary: \$5.00/Hour -- Part-time
Minimum 4 hour shifts

We're looking for presentable, dependable people to greet patrons, assist with seating, enforce facility rules, initially at Civic Auditorium and Arlene Schnitzer Concert Hall. Hours are primarily evenings, weekends and holidays. We need people available to work days, as well.

You must be 18 years old or older, willing and able to work scheduled shifts and to stand for long periods of time. You must have a minimum of 1 year experience dealing directly with the general public in a high volume situation. You must be dependable, prompt, well groomed and courteous. You will be required to become CPR certified, to adhere to the dress code, and to join the union (IATSE) within 30 days of hire.

FIRST OPPORTUNITY: Applications available March 14-27 to residents of the inner North and Northeast neighborhoods between Columbia Villa and N. Chautauqua on the west and NE 42nd on the east.

APPLY IN PERSON: March 14-27, 9:00 a.m. through 5:00 p.m., Memorial Coliseum Reception Desk, 1401 N. Wheeler.

An Affirmative Action Employer/Equal Opportunity Employer

ATTENTION: EARN MONEY READING BOOKS!

\$32,000/Year Income Potential.
Details: (1) 602-838-8885 Ext. Bk12859.
Equal Opportunity Employer

EDUCATION

COORDINATOR

Portland State University, Division of Continuing Education, invites application for the position of Coordinator of the Northwest EQUALS Program.

Northwest EQUALS is part of a national network which works with teachers of kindergarten through twelfth grade to increase the number of young women and minorities in math and science. The Coordinator will be responsible primarily for program funding and development, workshop and course coordination, budget and office management.

The successful candidate will have a Master's degree; work experience in an educational agency; success in securing grant funds (public or private); the ability to manage multiple tasks; a demonstrated commitment to mathematics, science and equity education programs; an interest in working in a collaborative setting; strong communication skills which include public speaking, grants or report writing. The position requires travel throughout the local and state areas.

Deadline for applications is April 6, 1990. Position to be filled by May 1, 1990. This position is contingent upon renewal of funding and acquisition of new funds sufficient to operate program. Portland State University is committed to the policies of equal opportunity and affirmative action.

Full-time, salary range \$19,000-\$28,500. A letter for application, curriculum vitae, and names of three professional references should accompany the application. Applications will be held in confidence. Send to:

Search Committee
NORTHWEST EQUALS
Division of Continuing Education/
Summer Session
P.O. Box 1491
Portland, OR 97207-1491
Equal Opportunity Employer

AIRLINE

RAMP AGENTS EVERGREEN EAGLE

The ground handling division of Evergreen Aviation - is now accepting applications for part time employment at our Portland station. You must be 18 or older to apply, and have a valid driver's license. The position is entry level at \$5.00 an hour and on-the-job training can be provided. You are encouraged to apply in person at Portland Airport in the South Cargo Building, 7780 NE Airport Way, or send your resume to above address in Portland, OR 97218.

Call Cara between 8:30 a.m. & 4:00 p.m. for more information at 249-4455.

Equal Opportunity Employer

NEW DIRECTIONS COMPUTER TRAINING FOR OLDER WORKERS

Are you age 55 or over and looking for work? You may be eligible for computer training if you are low income and have basic typing skills. No fees. To apply, call 249-2857.

Equal Opportunity Employer

PARTS SUPPLY SPECIALIST 2 (Heavy Equipment)

Salary: \$1,354-\$1,772/Monthly
This recruitment will be used to establish a list of qualified candidates for future openings in Salem, Bend and LaGrande. Duties and responsibilities include procurement, insurance, and inventory maintenance of heavy equipment parts and supplies. Contact Oregon Department of Transportation, Personnel Section, 120 Transportation Bldg., Salem, OR 97310 (503) 378-6281, for employment application and recruiting announcement. Applications will be accepted until 5:00 p.m., April 2, 1990.

An Affirmative Action/
Equal Opportunity Employer

RADIO SALES REPRESENTATIVE

Strong organizational skills. Reliable transportation. Previous sales experience desirable. Send resume to:

Attn.: Lois Petrik
KRON Radio
4614 SW Kelly
Portland, OR 97201
Equal Opportunity Employer

NURSE

REGISTERED NURSE SCHOOL HEALTH SERVICES SUBSTITUTES

Providing health care to students enrolled in public schools, pre-kindergarten-12th grade in Multnomah County. Hours, Days and Sites negotiable. Assigned to cover for staff absence.

Application Deadline: Open Recruitment.

Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR.

Equal Opportunity Employer

DRIVER

PORTLAND PUBLIC SCHOOLS SCHOOL BUS DRIVERS

Are you looking for a challenging and rewarding job? Part-time bus driving positions, excellent wage, limited benefits provided with summers off. If you have a good driving record, enjoy young people and are able to work split shift, please apply to:

Portland Public School District
Personnel Department
501 N. Dixon
Portland, OR
Equal Opportunity Employer

CITY OF WEST LINN ENGINEERING TECHNICIAN II (DOQ)

Salary: \$1,600 to \$2,080/Mo.

Performs engineering work of a technical nature, which may include surveying, drafting, blueprinting with emphasis on inspection of construction projects.

Inspects wide range of construction and improvement projects for conformance to plans and City ordinances. Minimum qualifications are graduation from high school or completion of GED certification. Three years progressively responsible experience conducting construction inspections required. Minimum one year experience in drafting, surveying and engineering. Course work in Civil Engineering Technology equal to 45 credits desirable. Skill required in reading and interpreting of plans and specifications and working effectively with contractors and general public. Must possess valid Oregon driver's license at time of appointment. West Linn applications must be received by 3/30/90 at 4:30 p.m., 22825 Wilamette Drive, West Linn, OR 97068, (503) 657-0331.

Equal Opportunity Employer

PART-TIME JANITOR

Salary: \$5.50/Hour Minimum (Negotiable dependent upon experience)

4 hours per day, Monday through Friday. Time is flexible, but prefer someone who can work 3 a.m. to 7 a.m. Duties include cleaning restrooms, floors, emptying trash, general maintenance such as changing light bulbs. Must be able to lift up to 50 pounds. Janitorial and/or maintenance experience a plus. Apply in person or send resumes to:

CD Medical, Inc.

Attention: Sherrie

13520 SE Pheasant Ct.

Portland, OR 97222

Pre-employment substance abuse testing and a physical exam are required. Smoke-free work environment.

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PARKING CONTROL REPRESENTATIVE

The Port of Portland has an immediate opening for two part-time Control Representatives.

The successful candidates will:

1. Direct vehicle traffic and prevent gridlock on terminal roadways and in the short-term parking structure.
2. Convince customers, through personal contact and interaction, not to violate roadway parking policies.
3. Handle complaints on parking citations and other airport services in a cooperative and nonconfrontational manner.
4. Assist and provide information to customers on airport use, services, and the metropolitan area.
5. Issue parking citations, as necessary.
6. Testify District Court, as needed.

Preferred qualifications include:

- * One year or more experience involving a high level of public contact and familiarity with city of Portland.
- * Previous work experience demonstrating cooperative, tactful, and service-oriented contact with the public.
- * Demonstrated ability to work in a stressful environment.
- * Ability to work in extreme weather and be on feet for long periods of time.
- * Ability to pass physical and hearing test.

This is a bargaining unit position with a starting salary of \$8.50 per hour in addition to a comprehensive benefits package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, Portland metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503) 231-5000, Extension 700. All applications must be received by Friday, March 16, 1990, at 5:00 p.m.

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Blue Cross Blue Shield of Oregon

Human Resources Dept., 5th Floor
100 S.W. Market
Portland, OR 97201
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