

JOBS/CLASSIFIED ADVERTISING

Fiscal Manager

(Salary \$24,000, + Benefits)

Provide fiscal assistance and technical support to Northeast Coalition of Neighborhoods, a non-profit agency operating multiple programs with funding from a variety of governmental entities and private funders. Responsible for preparation and monitoring of agency budget, provide program support in financial planning, financial analysis, and special projects. Task will include preparation of financial and budget projections, collecting and analyzing financial and other data, prepare reports, and other documents.

Current experience in working with government-funded non-profits desired. Working knowledge and skills with computerized accounting systems. Applications are available at the NEC Office, 4815 NE 7th. Application deadline is Monday, May 7, 1990.

The Northeast Coalition of Neighborhoods, Inc. is an Equal Opportunity Employer

Explore

Banking Opportunities with

Security Pacific Bank Oregon

*Commercial Tellers
*Trust Investment Sales Officer
*Secretary III

For information regarding available positions, call our Job Line, 796-3878, or visit our Personnel Office
1001 SW Fifth Avenue
Second Floor
Portland, Oregon
Applicant Hours: Mon-Fri. 9-1 p.m.

PC Specialist

Georgia-Pacific Corporation has an immediate opening for a PC Specialist. Individual will prepare, maintain and develop various statistical reports and will provide clerical/secretarial support in our fast-paced sales department. PC experience required, with an understanding of DOS and 6 months experience using Lotus 1-2-3. Must have good statistical and straight copy typing ability, including the setup of charts and tables. Requires strong clerical/secretarial skills, including dictation and 10-key by touch. Prefer applicants apply in person Monday, 4/30 to Wednesday, 5/2 from 9:00-4:00. If unable to apply in person, send resume by May 2nd. Please include salary history and indicate specific position.

Georgia-Pacific Corporation
Human Resources Department - 17th Floor
900 SW Fifth Ave.
Portland, OR 97204
Equal Opportunity Employer

ADMINISTRATIVE

Estacada City Recorder.

Salary: \$1615-\$1963/month + excellent benefits. Under City Manager's direction will supervise computerized central acctg., payroll, utility billing, budget, bond issues, election officer. Municipal & computer experience desired. Request application & job description: City Manager, Estacada City Hall, PO Box 958, Estacada, OR 97012 (503) 630-3223. Closes April 27, 1990
Equal Opportunity Employer

COUNSELING

Case Mgr, New Directions

Beginning salary \$1109-\$1200 mo. plus excl benefits

CODA Inc. seeks qualified Case Manager at New Directions Transitional Adult Treatment Facility. Duties include diagnosis and treatment to a caseload of clients, individual and group counseling and therapy, therapeutic activities for clients, client records. Typical work week is Mon-Fri, swing and day shift. Associates degree in health services related field or CCDC certification and one year of supervised human services experience are required. To apply submit CODA application and screening question responses to address below:

Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232. Phone 239-8400.
Equal Opportunity/Affirmative Action Employer

Account Manager

Outgoing, motivated person with excellent selling skills, 2 years experience in media sales or agency account work desired. Resumes to Dale Coloma, Local Sales Manager, KPDX-TV, P.O. Box 49, Portland, OR 97207 by Monday, April 9, 1990. No phone calls.
EOE

MAINTENANCE

Journey-level

Pipefitter/Welder

The James River Corporation, Wauna Mill, is seeking a journey-level Pipefitter/Welder. Candidates MUST have documentation of completion of an accredited apprentice program for Pipefitters. "Purchased" cards are not acceptable. Five years of experience in the Pulp & Paper or Petro-Chemical industries preferred, with five or more years experience as a Pipefitter/Welder. Must be a certified welder in both stainless and carbon steel, electric arc, MIG, TIG, all positions. Please provide welding certificates if possible. Proof of completion of apprentice program and resume MUST accompany application. Three references required. Journey level rate is \$20.50 per hour plus fringes.

Candidates must apply only at the Oregon Employment Division, 818 Commercial Street, Astoria, or at the Washington Employment Service, 711 Vine Street, Kelso, preferably in person. Posting opens Monday, April 23 from 8 am-5 pm and closes Friday, May 4 at 5 p.m.
Equal Opportunity Employer m/f

James River Corporation

Educational Assistant-Multihandicapped

To assist in activities as planned and scheduled by the classroom teacher. Appl. Deadline: 05/14/90 by 2 p.m. Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Recruitment Office, 11611 NE Ainsworth Circle, Portland.
An Equal Opportunity Employer

The Oregon Department of Transportation

in Salem is now accepting applications for the following positions:

Engineering Specialist (Entry) - \$1232-\$1617 Monthly
Engineering Specialist 1 - \$1411-\$1870 Monthly
Engineering Specialist 2 - \$1539-\$2060 Monthly
Assoc. Transportation Engineer - \$1870-\$2506 Monthly

This recruitment will be used to establish statewide lists from which vacancies will be filled. For recruiting announcements and applications, call or write: Executive Department Personnel Center, 775 Court Street, Salem, OR (503-378-3146).
An AA/EEO Employer

Program Technician I Medical Policy Analyst with

Department of Human Resources Salary (\$2039-\$2713 - Monthly) Excellent Benefit Package
State of Oregon, Department of Human Resources, is recruiting for the position of Medical Policy analyst, located in the Office of Medical Assistance Programs in Salem, Oregon.

QUALIFICATIONS:

Three years of experience administering or coordinating part/subsets of a program or project,
A Bachelor's Degree in Business Administration, Management, Public Administration, Health Care, Social Services or a related field may be substituted for up to two years of the required experience,
A Registered Nurse degree and license,
Obtain a State of Oregon Application (PD100) and Announcement #OC900427 from Personnel Center, 775 Court St., Salem, Oregon 97310.

FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT. Your application must be received by the closing date on the announcement.
AN EQUAL OPPORTUNITY EMPLOYER

DRYWALL

A complete texturing service
7 Days per week
(503) 233-4133
Portland, Oregon

Teacher, Special Education Multihandicapped Program

To provide direct instruction to students.

Qualifications: Valid Oregon Teaching Certificate
Appl. Deadline: 05/15/90 by 2 p.m. Call 257-2501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Personnel, 11611 NE Ainsworth Circle, Portland.
An Equal Opportunity Employer

The Private Industry Council (TPIC)

is an organization providing employment and training services to economically disadvantaged individuals. TPIC is recruiting for the following temporary, full-time position.

WORKSITE MONITOR (Temporary)

Responsibilities: Monitors worksite and employers to ensure compliance with applicable laws, regulations, contract and agreement terms and conditions, and program requirements. Maintains written records. Identifies technical assistance needs. Some travel required. This is a temporary position; duration approximately June 1 through September 14, 1990.

Preferred qualifications: One year post-secondary education in social science, business, public administration or other closely related field; one year experience working with economically disadvantaged populations; demonstrated effective oral and written communication skills; general accounting or bookkeeping experience; valid driver's license, reliable transportation and auto insurance. Relevant experience may be substituted for education. Additional education may be partially substituted for experience. Hourly wage: \$7.35. Closing date 5 p.m., Wednesday, May 2, 1990.

Applications available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, OR 97204.
An Affirmative Action/Equal Opportunity Employer

ENGINEERING

Solid Waste Coordinator

City of Kelso
Salary \$2,220 Monthly (D.O.Q.)
This is a professional level position with the City of Kelso, responsible for the City's Solid Waste Program including collection, disposal, recycling, and waste reduction. Interested candidates should obtain a job description and submit resumes to: the Director of Public Works/City Engineer, City of Kelso, Drawer A, Kelso, WA 98626. Closing date May 18, 1990.
An Equal Opportunity Employer

Programmer

Colonial Pacific Leasing, a Pitney Bowes Company, is recruiting for an experienced "PICK" programmer. This position requires a minimum of two years computer programming/analysis on a "PICK" based system along with successful completion of courses in programming and computer operations. Forward resume and salary requirements in confidence to Manager, Human Resources - OB, P.O. Box 1100, Tualatin, OR 97062.
Colonial Pacific is an equal opportunity/affirmative action employer.

MENTAL HEALTH

Therapist working with CMI adults. M.S.W. (or master's degree in social service field) and experience required. Send resume by 4/10/90 to:

CCMH
6329 N.E. Union
Portland, OR 97211
ATTN: Personnel

EDUCATIONAL ASSISTANT/LPN OTHER HEALTH IMPAIRED PROGRAM

SUBSTITUTES ON CALL ONLY
To assist in activities as planned and scheduled by the classroom teacher and to assist in the provision of school health services under the supervision of the Registered Nurse.
QUALIFICATIONS: Current LPN License
Appl. Deadline: Open Until Filled call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Personnel 220 SE 102nd, Portland.
EDUCATIONAL ASSISTANT-SPECIAL EDUCATION EMOTIONALLY HANDICAPPED PROGRAM

The City of Salem is recruiting for Police Officers

\$1988-\$2536/mo. base + excellent fringe benefits. Live and work in Oregon's capital city in a modern, well-equipped agency serving a pop. of approx. 100,000. Must be U.S. citizen, high school grad. or possess GED., and 21 yrs. by 6/15/90. Additional points may be awarded for bilingual skills, law enforcement or corrections experience, and/or college education. Women and minority applicants are encouraged to apply. Closes: 5/25/90.

Request application package at Personnel Dept., 555 Liberty St. SE, Rm. 225, 97301.
EOE/AA

CLERICAL

Temporary Data Entry Operator

Blue Cross and Blue Shield of Oregon is seeking applicants for a temporary/full-time data entry operator. Qualified applicants will have work experience in a production oriented environment with reverse 10 key experience and a minimum of 10,000 key strokes per hour. Requires a history of excellent attendance and dependability. Position to last approximately one month. If qualified, apply in person at:
Blue Cross and Blue Shield of Oregon
Human Resources Dept. 5th Flr.
100 S.W. Market
Portland, OR 97201
TDD #225-6780
Equal Opportunity Employer

WAREHOUSE

Order Selector

Fleming Foods, Milwaukie
\$10.30 per hr. + shift differential and benefits. Join union within 30 days. 20-40 hrs. per week to include weekends. Drug and alcohol screen & physical. Req. lifting 30-100 lbs. Women and minorities encouraged to apply. 10 positions. Must have phone & tran. Apply Oregon St. Employment Div. 506 High St., Oregon City. Refer to Job #2497549.

COUNSELING

Rehabilitation Counselor C-IV

Beginning salary \$1393-\$1450 per month plus excellent benefits.
CODA Inc. seeks Rehabilitation Counselor for the STAR methadone outpatient program. Responsibilities include counseling to caseload of 25 clients, liaison between program and community vocational resources, delivery of vocational and career services to STAR and CODA residential clients.
To qualify a masters degree in counseling or related discipline and 2 years supervised clinical or rehabilitation experience are required. Experience with drug dependent populations preferred. Excellent communication, treatment planning, interpersonal and group therapy skills are required.
To apply complete and submit standard CODA application form including screening question responses to address below.

Application materials available at CODA, INC. 210 NE 20th, Portland, OR 96232, 239-8400.

Equal Opportunity Employer Affirmative Action Employer

The City of Canby Has The Following Openings:

Cemetery/Sexton
Receptionist/Clerk
Custodian/Maintenance Worker
Community Development Secretary
Public Works-Utility Maintenance Worker
Applications available at City Hall, 182 N. Holly (503) 266-4021. Closes May 4, 1990.

City of Portland

Automotive Mechanic - \$2,529/mo.
Communications Engineer III - to \$3,836/mo.
Loss Control Officer - to \$3,510/mo.
Police Officer - to \$3,217/mo.
For more info/closing dates call (503) 248-4573 (24 hr. job information) No resumes please.
BUREAU OF PERSONNEL
1220 SW 5th Ave., First Fl.
Portland, OR 97204
apps. also available at:
URBAN LEAGUE
10 N Russell
Minorities, Females and Disabled encouraged to apply.

INFORMATION SPECIALIST II

The Port of Portland has immediate openings for two (2) part-time Information Specialists to provide timely information and customer service to the traveling and general public visiting Portland International Airport. Preferred qualifications:

Availability and willingness to work an average of 28 hours per week, weekends, holidays, and shifts from 6:30 a.m. to 11:00 p.m.

Ability to understand and explain airport activities such as flight schedules, ground transportation information, etc.

Knowledge of business telephone etiquette and an ability to speak in a clear, definitive telephone voice.
Knowledge of foreign languages helpful.

Demonstrated cooperative outgoing personality.
Ability to work in an isolated, independent situation.

Demonstrated ability to deal with emergencies in a calm, clear-headed manner.

In addition to a starting salary range of \$6.39 per hour, the Port offers a comprehensive benefit 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, April 27, 1990 at 5:00 p.m.
The Port is an equal opportunity employer.

Energy Management Specialist

\$2,617-\$3,176 / month

Minimum of one year experience in energy management plus an Engineer-in-Training (EIT) or equivalent certificate; or three years experience in energy management. Experience in writing technical reports and proposals; experience in leading projects. Bachelor of Science degree in engineering from a university with a four-year accredited engineering curriculum; or a two-year Associate of Science degree in energy management and four years experience in the field of energy management; or equivalent combination of education and experience. Training in building mechanical or electrical systems and equipment, commercial/industrial process energy use and energy use modeling. Valid driver's license required.

Send resume prior to May 7, 1990 to:
Eugene Water & Electrical Board
P.O. Box 10148
Eugene, OR 97440-2148
Attn: Human Resources Department
Equal Opportunity Employer

Program Analyst I

Opening for a skilled and productive professional to develop and install IBM/MVS CIDS applications. Strong technical, communication, and teamwork skills required. IBM, JCL, COBOL AND CICS essential; CA-IDEAL and DATA-COM a plus. Hands on MSA GL, AP, Purchasing and IE experience preferred. Starting salary \$2,406-\$2,617 / per month.
Submit resume by May 14, 1990 to:
Eugene Water & Electric Board
P.O. Box 10148
Eugene, OR 97440-2148
Attn: Human Resources Deptment
EQUAL OPPORTUNITY EMPLOYER

SECRETARIAL

Executive Support Specialist I

For the Committee Office of the Legislative Administration committee. This full-time position provides secretarial and administrative support to the Assistant Administrator and Support Services Manager. Experience performing secretarial and technical functions at an administrative support level required. Salary range \$1424-\$1872 per month. A Legislative Administration Committee application is required. Application materials must be received by 5 p.m., May 14, 1990. Contact Personnel Services, Legislative Administration Committee, \$401 State Capitol, Salem, OR 97310 (503) 378-8530.
Equal Opportunity Employer

PRINCIPAL EXECUTIVE MANAGER E (X7008X*)

Beaverton Branch Manager in Adult and Family Services Division (AFS)

Salary (\$3050-\$4298 Monthly) Excellent Benefit Package
State of Oregon, AFS needs an energetic and innovative person with quality management skills for the Beaverton Branch Manager position in Beaverton, Oregon.

QUALIFICATIONS:

... three years of management experience in a public or private organization which included responsibility for development of program rules and policies, long and short range plans, program evaluation and budget preparation.
Graduate level coursework in management may be substituted for up to one year of the required experience. Your background must have given you the knowledge, skills, and abilities identified in Announcement #OC900456.

Obtain a State of Oregon Application (PD100) and Announcement #OC900456 from Personnel Center, 775 Court Street, Salem, Oregon 97310. APPLY AS SOON AS POSSIBLE. APPLICATIONS MUST BE POST-MARKED BY MAY 9, 1990 TO BE ACCEPTED.

Follow the detailed instruction on this announcement.
An Equal Opportunity Employer

COUNSELING

C-IV

Drug Treatment Services

2 Positions Open

Starting salary \$1393-\$1450 plus excellent benefits.
CODA Inc. seeks qualified counselors in the Drug Treatment Services program to provide structured intensive outpatient treatment of complex cases including pregnant women. Responsibilities include diagnosis, evaluation and treatment including individual, group and family counseling. Complex cases requiring advance clinical expertise. Consultation, coordination and liaison with community health officials, assistance in clinical supervision of the program. Preferred applicant will have graduate training in human services and 2 years supervised human services experience. To apply submit standard CODA application form with screening question responses to address below.
Application materials available at CODA INC., 210 NE 20th, Portland, OR 96232, 239-8400.
Equal Opportunity Employer Affirmative Action Employer

Project Coordinator

Oversee the placement of teen mothers and their children in short term (30 days), shelter care with Portland area families. Develop support services for shelter families. Coordinate services with referring social service agencies. Competent counseling in case coordination skills. Experience working with foster parents/teen parents desirable. Good organizational and record keeping skills desirable. Bachelor's degree preferred, or three years human service related experience and some college acceptable. \$8.50-\$9.25/per hour, 25/30 hours temporary, full time, flexible.
Deadline May 4, 1990
Contact Jean, Ext. 277, 222-9661
Equal Opportunity Employer

Senior Energy Management Specialist

\$3,059-\$3,722 / per month

Minimum of three years experience in energy management plus an Engineer-in-Training (EIT) or equivalent certificate; or five years experience in energy management. Experience in writing technical reports and proposals; experience in leading projects. Bachelor of Science degree in engineering from a university with a four-year accredited engineering curriculum. Training in building mechanical or electrical systems and equipment, commercial/industrial process energy use, and building energy modeling. Valid driver's license and Engineer-in-Training for Oregon required.

Send resume prior to May 7, 1990 to:
Eugene Water & Electric Board
P.O. Box 10148
Eugene, OR 97440-2148
Attn: Human Resources Dept.
EQUAL OPPORTUNITY EMPLOYER