

JOBS/CLASSIFIED ADVERTISING

SECRETARY

Major fundraising organization is seeking highly motivated individual as Campaign Division secretary. Responsibilities include answering phones, typing and maintenance of files and records. Requires accurate typing at 55 wpm and above average abilities in spelling, grammar and punctuation. Competency with DisplayWrite 4 and Lotus 1-2-3, plus skill with 10 key a must. Ability to work comfortably in a high activity environment for a large number and variety of people. Salary range \$13,000 - \$17,000 plus excellent benefits. Send resume by June 8 to:

Carolyn Lewis
United Way/Columbia-Willamette
 718 W. Burnside
 Portland, Oregon 97209
 228-9131
EQUAL OPPORTUNITY EMPLOYER

SECRETARY/RECEPTIONIST

Seeking individual with lots of initiative for exciting Campaign Division position. Will provide clerical and receptionist support to staff and volunteers. Requires accurate typing at 55 wpm and above average abilities in spelling, grammar and punctuation. Competency with DisplayWrite 4 and Lotus 1-2-3, plus skill with 10 key a must. Ability to work comfortably in a high activity environment for a large number and variety of people. Must have good telephone personality and experience in handling multi-line telephone system. Salary range \$13,000 - \$17,000 plus excellent benefits. Send resume by June 8 to:

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PROGRAM MANAGER

SOCIAL SERVICES agency seeks experienced program manager for Adoption Department, serving all members of the Triad. Successful applicant will have outstanding people and program management skills, strong program & fund development background, & ability to network with community groups & funders. Position carries responsibility for all phases of program management, including fiscal & program monitoring, & personnel management/supervision. Masters Degree in Social Work or related discipline. Five years experience in child welfare, background in adoption services preferred, at least three years experience in administration & program management. Salary \$23,000 - \$30,000 DOE. Apply at 2301 N.W. Glisan, Portland, OR, or call (503) 222-9661, ext. 277 for application. Deadline 6/30/90. Equal Opportunity Employer.

TRANSPORTATION ENGINEER 2

Research Coordinator
\$2383-\$3199 Monthly
 The position is with the Highway Division in Salem. Responsible for leading, planning, conducting, evaluating and reporting results of highway-related research, literature reviews and product evaluation. Requires a Bachelor's degree in civil or transportation engineering and two years of professional experience, or equivalent experience. Application materials available at ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310 (503) 378-6281. Applications will be accepted until 5:00 p.m., June 27, 1990.
AN AA/EEO EMPLOYER

Black Educational Center
 4919 NE 17th
 Portland, OR 97211

ELEMENTARY SCHOOL TEACHER

The Black Educational Center is now accepting applications for full time elementary school teachers. Teachers are responsible for daily classroom instruction; creating a learning environment and preparing lesson plans and special projects. Primary duties include: Development of lesson plans, assist in curriculum development and evaluate student performance. Qualifications include: Preferred B.A. or B.S. degree and certification by state educational system. At least two years of classroom instruction and proficiency in written and oral communication.

PRINCIPAL EXECUTIVE/MANAGER C (X7004X*) SR. MEDICAL POLICY ANALYST

IN DEPARTMENT OF HUMAN RESOURCES (DHR) SALARY (\$2513-\$3538 MONTHLY)

Excellent Benefit Package
 State of Oregon, AFS needs an energetic and innovative person with medical, medical auditing and/or nursing background for the Sr. Medical Policy Analyst position in the Office of Medical Assistance Program in Salem, Oregon.

QUALIFICATIONS:
 ...five years of progressively responsible experience in supervision or staff level technical or professional level work related to a program of the Department of Human Resources. Experience must have included at least one year of supervision and management of a program, section, or unit which included such areas as: development of program rules and policies, long and short range goals and plans, program evaluation or budget preparation.

A Bachelor's degree in Business Administration, Management, Public Administration, Health Care, Nursing, Social Services or a related field may be substituted for up to three years of the required experience. Registered nurses are encouraged to apply.

Obtain a State of Oregon Application (PD100) and Announcement #OC900612 from Personnel Center, 775 Court Street, Salem, Oregon 97310. **APPLY AS SOON AS POSSIBLE, APPLICATIONS MUST BE RECEIVED BY JUNE 18, 1990 TO BE ACCEPTED.**

FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT. AN EQUAL OPPORTUNITY EMPLOYER.

GEOLOGIST 2 Asst. Geophysicist \$2060-\$2765 Monthly

The Oregon Department of Transportation is accepting applications for the above position located in Salem. You must have equivalent to two years of progressively responsible experience in engineering geology, demonstrating skill in field interpretation, analysis, and technical report writing AND a Bachelor's degree in geologic science, OR three more years of responsible pertinent experience. Contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281 for employment application and recruiting announcement. Applications will be accepted until 5:00 p.m., June 18, 1990.
AN AA/EEO EMPLOYER

TEACHERS Gervais Union High School TEACHER OPENINGS 1990-91

Gervais Union High School, 50 Douglas St., Gervais, OR 97026 has an opening for the following part-time teaching areas:
 Band Teacher (part-time): Small high school band program
 Vocal Music Teacher (part-time): Small high school vocal music program
 Drama Teacher (part-time): Small high school drama program
 Closing date for return of applications is June 29, 1990 at 3 PM. Call 792-3656 or 399-8458 or write Supt. Ray Hajduk, PO Box 195, Gervais, OR 97026 for an application. We are an equal opportunity employer.

DEPARTMENT CHAIR/BUSINESS DEPT. CLOSING: 6/21/90

DIRECTOR/SMALL BUSINESS DEVELOPMENT CENTER CLOSING: 6/22/90

CRIMINAL JUSTICE INSTRUCTOR & COOPERATIVE WORK EXPERIENCE COORDINATOR CLOSING: 6/22/90

LANE COMMUNITY COLLEGE

Applications and job descriptions are available at Personnel Services, Lane Community College, 4000 E. 30th Avenue, Eugene, OR 97405. (503) 726-2211
 An Affirmative Action/Equal Opportunity Institution

LEGAL SECRETARY Salary \$18,636 - \$24,144

Provide skilled clerical support to Commission Legal Counsel and Attorney, including typing, record-keeping duties, maintaining department files, and serving as section receptionist. Must have skill in preparation of legal documents and legal support activities. Working knowledge of legal theories and terminology required. Real estate, land use, loan documentation and terminology servicing, and governmental experience preferred.

Closing date: June 8, 1990. No phone calls please. Apply at the address below.

Portland Development Commission
 1120 SW 5th, Suite 110
 Portland, OR 97204
Equal Opportunity Employer

COUNSELOR RESIDENTIAL TREATMENT COUNSELOR

Impact lives of troubled teens. Intensive residential treatment facility for girls. Program units for alcohol/drug problems, emotional disturbances & delinquent acting out. We train for effectiveness & expect you to make a real difference in the lives of our kids. Starting wages from \$4.65-\$5.73/hour, depending on your education, experience & skills. Very good benefits. Opportunity for wage increase after 3 mos. We hire for full time, part time & nights (night shifts pay an additional 10% premium). Send for application kit (no resumes): Rosemont School Inc., 597 N. Dekum, Portland, OR 97217. 503-283-2205. Equal Opportunity Employer.

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The Oregon Department of Transportation is accepting applications for the above position located in Salem. You must have equivalent to two years of progressively responsible experience in engineering geology, demonstrating skill in field interpretation, analysis, and technical report writing AND a Bachelor's degree in geologic science, OR three more years of responsible pertinent experience. Contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281 for employment application and recruiting announcement. Applications will be accepted until 5:00 p.m., June 18, 1990.
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SCIENCE MATERIALS CLERK I

Assist in the preparation and maintenance of science kits for distribution to the schools.
 Appl Deadline: 6/19/90 by 2 p.m.
 Call 255-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to Multnomah Education Service District, Recruitment Office, 11611 NE Ainsworth Circle, Portland.
 An Equal Opportunity Employer

WAREHOUSE MANAGER

Oregon Food Bank seeks energetic, reliable person to manage warehousing & distribution. Req. 2 yrs. warehouse exp. Min. 1 yr as supervisor, skill in inventory mgmt, equip. operation, maint of safety & sanitation standards, good math & communication skills. Exp. in food handling & working with volunteers pref. Salary \$15-18,000 yr. + exc. benefits. Send cover letter & resume Att: Sam Coe, 2540 NE Riverside Wy, Ptd 97211 by 6-14-90.

RESEARCH ASSISTANT

Research Assistant to work on forest hydrology/soils research in the Oregon Coast Range. Must have a B.S. in Civil or Logging Engineering or an M.S. in Forest Hydrology or Soil Science. Forestry experience in the PNW preferred. Engineering soils or hydrologic research experience in the PNW desired. Must be computer literate, be able to work with commercial software, and be proficient in a programming language. Salary: \$18,500-20,500 annually. One year position with renewal subject to funding availability. Send a letter of application, resume, all transcripts, and the names and phone numbers of three references to: Arne Skaugset; COPE-Hatfield Marine Science Center; 2030 S. Marine Science Dr.; Newport, OR 97365. Oregon State University is an Affirmative Action Equal Employment Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. OSU has a policy of being responsive to the needs of dual-career couples.

MENTAL HEALTH SOCIAL SERVICES COORDINATOR I PIERCE COUNTY, WA

Salary: \$16.24 - \$20.73/hr.
 Closing Date: Must be received by 4:30 p.m., 06/25/90
 Mental Health Planning -- opportunity to become involved in comprehensive planning of a community-based mental health system. Experience in design/management of community mental health services and with contract monitoring/site visits preferred. Applicants must obtain a job announcement and original application form from the Pierce County Personnel Department, 930 Tacoma Avenue South, Room 1A-127, Tacoma, WA 98402. Phone: (206) 591-7480. Resume in lieu of application is not acceptable. **PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

SECRETARIAL ASSISTANT

Primary front desk receptionist relief. Orders supplies; invoicing; coordinate equipment maintenance and service; sort and route mail. Requires skill in use of multi-line telephone equipment and computer wordprocessing (WP 5.0). We offer a starting salary of up to \$17,904, and excellent benefits. Closing date: June 29, 1990. **PLEASE NO PHONE CALLS. APPLICANTS APPLY IN PERSON TO:**
Portland Development Commission
 1120 S.W. 5th, Suite 1100
 Portland, OR 97204
EQUAL OPPORTUNITY EMPLOYER

WASTEWATER PLANT LABORATORY TECHNICIAN

Oregon Grade II certification required, 5 yrs. experience desirable. City of Canby, 182 N. Holly, Canby, OR 97013. **CLOSING DATE: 6/22/90**

City of Eugene Financial Analyst

Responsible for highly complex fiscal, operational, and policy analysis on a variety of financial, City service system, legislative and management issues. Researches, analyzes and recommends strategies to enhance City's revenue base and finance major capital construction or acquisition.

Budget Analyst

Both positions require 3-5 years experience in Public Finance, Accounting, Budgeting, or Policy Analysis and a BA in a relevant field. Salary Range: \$2,142-\$3,059/month. Obtain application at City of Eugene, Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene, Oregon 97401. (503) 687-5061. **CLOSING DATE: June 15, 1990. AA/EEO**

CITY OF SALEM LAB TECH II

\$11,302 - \$13,742/hr. + excell. fringe benefits. Technical, supervisory lab work testing water, wastewater and soil samples. Conducts special projects such as stream monitoring, and preparing reports. Considerable experience in a water, wastewater lab with some lead or supervisory exp.; degree in lab science or coursework in chemistry, biology, bacteriology, or wastewater tech. Considerable knowledge of sample collection/preservation. Closes 6/8/90. Personnel Dept., 555 Liberty St. SE, Rm. 225, Oregon 97301. EOE.

LANDSCAPE GARDENER HELPER (Temporary Position)

The Port of Portland has an immediate opening for a temporary Landscape Gardener Helper to work from approximately July 1, 1990, to November 1, 1990 at Swan Island.

The successful candidate will:

- o Pick up litter
- o Empty garbage cans
- o Weed beds
- o Clean-up work
- o Use small equipment such as line trimmers, edgers, 21" rotary mowers
- o Possess a valid Oregon or Washington driver's license and meet standards of Port driving policy

Preferred qualifications include:

- o General knowledge of horticulture and/or general knowledge of plant types and general care of same
- o General knowledge of typical landscape equipment
- o Ability to lift 50 pounds and work outside in all types of inclement weather and around dust and heavily pollinated plants

This is a bargaining unit position.

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 and physically disabled applicants may request application materials by calling (503) 231-5000, extension 700. All applications must be received by Friday, June 8, 1990, at 5:00 p.m. The Port is an equal opportunity employer.



Port of Portland
 700 N.E. Multnomah
 P.O. Box 3529
 Portland, OR 97208

Employment

CITY OF PORTLAND

Communications Services Division Manager - to \$4,096/mo
Energy Director - to \$47,133/yr
Planning Director - to \$59,883/yr
Police Officer - to \$3,217/mo
Secretary Clerk II - to \$1,924/mo

For more info/closing dates call (503) 248-4573 (24 hr job information) No resumes please.



BUREAU OF PERSONNEL
 1220 S.W. 5th Ave., First Fl.
 Portland, OR 97204

apps also available at:

URBAN LEAGUE
 10 N Russell

Minorities, females and disabled encouraged to apply.

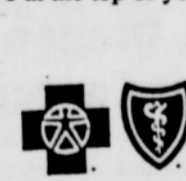
INSURANCE

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 classroom setting or office experience
- 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. Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flextime work hours, and competitive salary. Preemployment drug screening required. To assure your resume is processed immediately, place ad #276 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 Fl.
100 S.W. Market
Portland, OR 97201
TDD# 225-6780
Equal Opportunity Employer

DATA PROCESSING

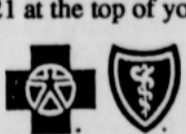
Programmer/Analyst

Blue Cross and Blue Shield of Oregon is currently accepting applications for the position of Programmer/Analyst. The Programmer/Analyst will:

- Gather, analyze and document information for developing or modifying operational and informat systems to pinpoint areas where improvement can be made.
- Design programs, develop code and perform the necessary implementation activities involved in the installation of new and improved systems.

The successful candidate will have 1-3 years of IBM mainframe experience and a minimum of 2 years OS and COBOL experience, with training in systems analysis and special emphasis in project mgmt, user relations, data gathering techniques and written and oral communication. A college degree is desired. College experience may be substituted by demonstrated commendable performance as a programmer.

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 #221 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 Fl. 100 S.W. Market
Portland, OR 97201 TDD# 225-6780
Equal Opportunity Employer

Holladay Park Medical Center



1225 Northeast 2nd Avenue
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member