

JOBS/CLASSIFIED ADVERTISING

SECRETARY

Responsible position in our Executive Division. Duties include preparation or typing of reports, meeting minutes, correspondence, charts, & graphs; assisting in the coordination of mailings & maintenance of files & records. Requires accurate typing @ 70 wpm, competency with Display-Write 4 and dictaphone experience. Short-hand & proofreading skills preferred. Must have excellent telephone personality & a cooperative spirit as well as proven ability in handling sensitive & confidential information. Salary \$16,000 plus excellent benefits. Send resume by June 15 to:

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

SECRETARY

Needed for busy produce buying office. Full-time position; Sunday thru Thursday shift. Ideal applicants will have the following qualifications:
 2 yrs recent accounts receivable experience

PC & CRT skills
 Knowledge of Lotus 123
 Excellent phone skills
 Ability to handle multiple priorities and phone lines
 Able to work overtime when needed.
 A skills test will be given for each of the following requirements:
 Letter composition
 Expert 10-key
 Type 50 wpm
 Union Shop. Compensation based on experience and qualifications. Excellent benefit package. Non-smoking office. Send resume by June 15, 1990, to:

VXS/CLDPR
Portland, OR 97242
No phone calls please
FRED MEYER
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 (WPM5.0).

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
11220 S.W. 5th, Suite 1100
Portland, OR 97204
EQUAL OPPORTUNITY
EMPLOYER

MECHANIC I, HEAVY EQUIPMENT

\$1921-\$2227 Monthly
 Jobs with State of Oregon, Department of Transportation, in Salem, Bend & LaGrande. Inspects and diagnoses equipment malfunctions; performs major and minor repairs, modifications and fabrications on heavy equipment. Requires completion of a 4-year heavy equipment mechanic's training program; other education and experience may be qualifying. Contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281, for application and announcement. Applications will be accepted until 5:00 p.m., July 3, 1990.
AN AA/EEO EMPLOYER

MECHANIC (ENTRY), HEAVY EQUIPMENT

\$1296-\$1686 Monthly
 Jobs with State of Oregon, Department of Transportation, in Salem, Bend & LaGrande. On-the-job training program leads to promotion to Heavy Equipment Mechanic I. Requires valid driver's license, good driving record, mechanical aptitude, manual dexterity, and ability to learn to diagnose mechanical problems in complex equipment and fix. Contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, (503) 378-6281, for application and announcement. Applications will be accepted until 5:00 p.m., July 3, 1990.

AIRPORT JOBS

\$22.00/HR. NO EXP. TRAINING. FREE TRAVEL. CALL 24 Hrs. 1-900-468-5323 Toll \$2.00

ACCOUNTING RETAIL ACCOUNTING MANAGER

West Coast Grocery Company is accepting resumes from candidates qualified for Retail Accounting Manager.

Applicants should be a CPA or CPA candidate. Must have income tax experience, knowledge of current federal and state tax laws, 2 years public accounting experience preferred, and knowledge of data processing helpful. Must be proficient in preparing monthly financial statements, payroll taxes, retail financial and tax consulting and preparation, LIFO indexing, office management and supervision. Strong leadership skills and ability to communicate effectively with retailers required.

Salary range: \$32,175 to \$40,219, medical, dental and profit sharing plan.

Send resume with career references to:
West Coast Grocery Company,
Attn: Human Resources, P.O. Box
12909, Salem, OR 97309.
Equal Opportunity Employer
M/F/H

VISITOR SERVICES WORKER 3

\$4.96-\$6.75/hr.
 Regular, part-time
 (Cl. No. 003-0590)
 Metro is recruiting for a part-time Visitor Services Worker 3 to oversee the work of food service employees at the Metro Washington Park Zoo. Duties include: training, scheduling and over-seeing the work of staff; money handling; opening and closing the facility; ensuring adequate food supplies; preparing reports; and other related duties as assigned. Required education/experience equivalent to high school education or GED and two years experience in food service. Requires valid driver's license, Multnomah County Food Handlers license, OLCC permit or the ability to obtain such licenses/permit.

Position closes 5:00 p.m., Wednesday, June 20, 1990. Resumes not accepted. Applications/supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Ave.
Portland, Oregon 97201
Affirmative Action/Equal
Opportunity Employer

MANAGEMENT POSITION METRO REGION CHILDREN'S SERVICES DIVISION (CSD)

Multnomah and Clackamas County CSD has an immediate opening for the following position:

PROGRAM REPRESENTATIVE 2
Multi-Cultural Services Coordinator
\$2387-\$3205 Monthly

The requirements include:
 1. Minimum qualifications: Four years of staff technical or professional level experience analyzing or advising/instructing the public concerning specific programs or processes, monitoring a program or performing participant reviews. Two years of experience must have been comparable to a Program Representative 1 which involves monitoring, representing and reviewing programs.
 2. Ability to facilitate community based planning groups.
 3. Conflict resolution.
 4. Ability to supervise employees.
 CSD is an Affirmative Action/Equal Opportunity Employer.

TO APPLY: Applications (PD100) may be obtained from the State of Oregon Personnel Center, 2850 SE 82nd Avenue, Portland, OR 97266 (PCC Bldg.); or 775 Court Street NE Salem, OR 97310; any local office of the Oregon Employment Division; and from most other State offices. Completed applications must be sent to the Executive Department, Personnel & Labor Relations Division, PO Box 14155, Salem OR 97309-0505. Your application must arrive by the closing date of June 25, 1990.

ARTISTS NEEDED

In Portland and surrounding areas, completing drawing orders for local clients. High earnings working in own studio, employed or freelance. Pros and amateurs call for free use of info. video, 1-304-428-4031.

GENERAL MANAGER

The Eugene Water & Electric Board (Eugene, OR) is accepting additional applications for General Manager. Salary range is \$70,000-\$80,000 depending upon experience and qualifications. Requires a minimum 5 years experience in senior management in an energy-related organization. Multiple (electric, water & steam) utility experience preferred. Must be familiar with public process and Northwest power issuers. B.S. Degree in Engineering, Business Administration Public Policy or combined education, training and experience deemed by the Board to be appropriate.

For further information, contact or send resume to: Beth Eldridge, Human Resources Manager, EWEB, P.O. Box 10148, Eugene, OR 97440-2148 (503) 341-3774. Applications due July 16, 1990.

EQUAL OPPORTUNITY EMPLOYER

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.

VOLUNTEER DRIVERS NEEDED

Do you have a valid drivers license? Two (2) hours per month to spare? Northeast Portland seniors need you to help provide transportation on weekdays, evenings and weekends. Call Project Linkage, a division of Metropolitan Family service, at 249-8215 to volunteer.

MANAGER OF FINANCIAL PLANNING & CONTROL

(Assistant Finance Director)
 The City of Gresham is seeking a Manager for the Financial Planning and Control Div. of the City's Management Services Dept. Responsible for coordinating and developing the operating/capital budgets, revenue forecasting, cash management/investments, debt issuance/arbitrage compliance, and interim financial reporting. BA/BS in accounting, finance or rel. field required plus 3 yrs. progressively resp. mgmt/supervisory exp. Relevant exp. may substitute for education. Salary: \$40,872-52,140/yr. plus benefits. CITY APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE REQUIRED. Apply by July 6, 1990. City of Gresham, Human Resources Div., 501 NE Hood Ave., Suite 100 Gresham, OR 97030, 503-669-2309. EOE

ADMINISTRATIVE ASSISTANT

Colonial Pacific Leasing, a Pitney Bowes Company is recruiting for an Administrative Assistant. This position provides administrative/secretarial support for Collection Dept. Qualified applicant will have 2-3 yrs secretarial exp to include typing-65 wpm, electronic dictation, excellent grammar, punctuation and spelling. Individual must be proficient in Lotus 1-2-3 and Wordperfect 5.0. If you are a go-getter and are able to hold your own, please send resume with salary history to: Manager, Human Resources-OB, P.O. Box 1100, Tualatin, OR 97062. Colonial Pacific is an affirmative action/equal opportunity employer.

HOUSE \$1.00

No mortgage to worry about, or even a single monthly payment. Full price one dollar. Little known program, get the facts. Amazing recorded message reveals details. Call anytime 1-900-456-4567

TELECOMMUNICATIONS ANALYST

\$29,724-\$39,636
 The Public Utility Commission is recruiting for a Telecommunications Analyst to develop agency policy and administrative rules related to regulation and operation of telecommunications utilities, to assist in implementation of the agency's policy and orders, and to develop rare design proposals for telecommunications utilities.

To qualify you must have two years experience in engineering or economic research and analysis, or utility auditing or accounting; AND a Bachelor's degree with major coursework in engineering, economics, or a relevant scientific discipline or three more years of responsible pertinent experience. A Master's degree in engineering economics, or a relevant discipline may substitute for up to one year of the required experience.

For application materials, call 503/373-7949, or write Public Utility Commission, Personnel Services, 450 Labor and Industries Building, Salem, Oregon 97310-0335.

ASSISTANT DIRECTOR FOR FINANCE

\$44,568-\$62,700
 The Oregon Department of Transportation is seeking a highly motivated leader. As a member of the Department's management team you will be the principal financial advisor to the Director, the team, and the operating divisions. If you are a chief financial officer or have a strong financial management background, excellent interpersonal skills, and good writing and oral communication skills, you should apply. The Department has 4400 employees and a \$1.4 billion biennial budget. For more information, contact ODOT Personnel, 120 Transportation Bldg., Salem, OR 97310, or call (503) 378-6281. We are an AA/EEO Employer

DIRECTOR OF FINANCE AND ADMINISTRATION

\$44,054-\$64,251 annually
 Metro is recruiting for Director of Finance and Administration. This position is at the department manager level and is responsible for planning, organizing and directing the activities of the Department, including management services, data processing, accounting, contracts and construction programs; developing and implementing policies and procedures, supervising the professional staff and acting as Chief Financial Officer for the agency. Requires education/experience equivalent to Bachelors degree in public administration, business administration, economics or a related field and five years experience in a high level management position or a Masters degree and three years experience.

Resumes will not be accepted. Application forms and supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Ave.
Portland, Oregon 97201
(503) 221-1646
Position closes: June 29, 1990
AA/EEO Employer

PUBLIC WORKS DIRECTOR

City of Milwaukie, OR (Salary: \$3247-\$4058/mo D.O.O.). The City is seeking a professional administrator to manage the public works functions. Requires: Bachelor's degree (MA preferred) plus, minimum 5 years related experience. Requires City application form. To obtain an application packet, submit resume to City of Milwaukie, Personnel Office, 10722 SE Main Street, Milwaukie, OR 97222; (503) 659-5171. Fax #(503) 652-4433. Closing date: for receipt of resume-5 p.m., Friday, June 29, 1990; for receipt of City application and supplemental questionnaire-5 p.m., July 9, 1990. Equal Opportunity Employer.

BANK JOBS

\$25.00/HR. NO EXP. TRAINING. CALL 24 hrs. 1-900-468-5323 Toll \$2.00

CONSTRUCTION JOBS

\$28/HR. NO EXP. TRAINING. GROWTH. CALL 24 hrs. 1-900-468-5323 Toll \$2.00

DIRECTOR OF FINANCE AND ADMINISTRATION

\$44,054-\$64,271 Annually
 (Class No. 097-0590)

Metro is recruiting for Director of Finance and Administration. This position is at the department manager level and is responsible for planning, organization and directing the activities of the department, including management services, data processing, accounting, contracts and construction, programs; developing and implementing policies and procedures, supervising the professional staff and acting as chief, Financial Officer for the agency. Requires education /experience equivalent to Bachelors degree in public administration, business administration, economics or related field and five years experience in a high level management position or a Masters degree and three years' experience.

Resumes will not be accepted. Application forms will be supplemental requirements available at
Metro Personnel Office
2000 SW First Ave.
Portland, Oregon
(503) 221-1646

Metro is an EO/AEE.

VISITOR SERVICES WORKER 3

\$4.96 - \$6.75/hr.
 Regular, part-time
 (C.I. No. 003-0590)

Metro is recruiting for a part-time Visitor Services Worker 3 to oversee the work of food service employees at the Metro Washington Park Zoo. Duties include: training, scheduling and over-seeing the work of staff; money handling; opening and closing the facility; ensuring adequate food supplies; preparing reports; and other related duties as assigned. Required education/experience equivalent to high school education or GED and two years' experience in food service. Requires valid driver's license, Multnomah County Food Handlers license, OLCC permit or the ability to obtain such licenses/permit. Position closes 5:00 p.m., Wednesday, June 20, 1990. Resumes not accepted. Applications/supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Ave.
Portland, Oregon 97201

Metro is an Affirmative Action/Equal Opportunity Employer.

EMPLOYMENT CITY OF PORTLAND

Communications Services Division Manager - to \$4,096/mo.
Police Officer - to \$3,217/mo.
Secretarial Clerk II - to \$1,924/mo.
Surveying Aide I - To \$2,090/mo.
 For more info./closing dates call (503) 248-4573 (24 hr. job information). No resumes please.

BUREAU OF PERSONNEL
1220 S.W. Fifth Ave., First Floor.
Portland, OR 97204

Apps. also available at:

URBAN LEAGUE
10 N. Russell

Minorities, females and disabled encouraged to apply.

EMPLOYMENT OPPORTUNITIES MULTNOMAH COUNTY

Pre-Admission Screening Nurse - Aging Services Division \$12.26 - \$16.76 per hour; responsible for the Pre-Admission Screening Team in the Long-Term Care Program within the Aging Services Division; administers Title XIX services by assessing client needs and interfacing with medical providers, clients and staff; apply by June 22, 1990.
Property Appraiser - Residential \$11.50 per hour plus increase July, 1990; appraises commercial properties and land or taxable business personal property for tax assessment purposes; prepares written and oral reports to defend appraisals in the appeals process; required two years of related appraisal experience. State of Oregon Appraiser certification, driver's license, and use of a personal vehicle; apply by June 29, 1990.
Executive Director, Department of Community Corrections \$51,594 - \$67,129 annually; this is an executive management position reporting directly to the Chair of the County Commission and will be responsible for administrative coordination of the components of the County's Community Corrections system; plans, directs, and supervises Department activities, including Probation Services, Contract Services, Medical Examiner, Women's Transition Services, Alternative Community Services, Family Services, and Administration and Planning; maintains effective relationships with elected officials and the legislature; and coordinates activities with other County departments, business and community mentally ill adults; apply by June 22, 1990.
Human Services Specialist - Children's Mental Health Partners Project \$30,798 - \$40,048 annually; this is a new, innovative program to develop service systems of care for children with severe mental or emotional disturbances and their families; responsible for new service systems, development of client management information systems, monitoring funding programs including Title XIX Medicaid and other administrative duties; will supervise professional staff; apply by June 15, 1990.
Animal Control Supervisor \$27,775 - \$38,712 annually; supervises field operations for the Animal Division; develops and enforces ordinances, and prepares and administers a budget; requires three years of increasingly responsible animal control experience; apply by July 16, 1990.
WHERE TO APPLY: Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.
 Multnomah County is an Equal Opportunity Employer offering an excellent benefit package.

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 information 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 exper. 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 Department, Fifth Floor
100 S.W. Market
Portland, OR 97201

OFFICE JOBS

\$15.00/HR. NO EXP. TRAINING. CALL 24 hrs. 1-900-468-5323 Toll \$2.00

PLANT JOBS

\$32.00/HR. NO EXP. TRAINING. CALL 24 hrs. 1-900-468-5323 Toll \$2.00