

CLASSIFIEDS

- Advertising
- Employment
- Bids/Sub-Bids

OFFICE MANAGER FOR AVIATION MAINTENANCE

The Port of Portland has an immediate opening for an Office Manager for Aviation Maintenance. The successful candidate will be responsible for:

1. Managing administrative and clerical support.
2. Preparing and processing payroll for maintenance Department.
3. Providing backup coverage for Equipment and Facilities Maintenance Coordinator.
4. Performing secretarial duties for Maintenance staff.
5. Coordinating meetings, seminars; scheduling all travel arrangements.

Preferred qualifications include:

- Course work or experience in office procedures.
- Demonstrated experience with payroll procedures.
- Ability to use microcomputer.
- Knowledge of maintenance activities and terminology helpful.
- Ability to work well with a variety of people.
- Ability to identify and keep confidential information.
- Good working knowledge of telephone etiquette.
- Ability to work well under pressure.

In addition to a starting salary range of \$19,179 to \$21,682 per year, commensurate with experience, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE 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, July 13, 1990 at 5:00 pm.

The Port is an Equal Opportunity Employer.



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

PROPERTY MANAGEMENT AVIATION LEASING AND PROPERTY MANAGER

The Port of Portland has an immediate opening for an Aviation Leasing and Property Manager. The successful candidate will be responsible for:

1. Negotiating large and complex real estate transactions for general aviation properties.
2. Developing and implementing the real estate marketing program and identifying target industries and prospects.
3. Coordinating with other Port departments on site plans, budget, development schedules, and design criteria.
4. Preparing financial analysis of lease terms.
5. Accumulating and analyzing data on competitive properties, prices, and real estate policies.

Preferred qualifications include:

- Current real estate license.
- Real estate marketing and sales experience.
- Experience in planning, project development, and project management.
- Demonstrated writing and research abilities.
- Ability to analyze real estate problems and recommend solutions.
- Prepare financial analysis of real estate transactions.
- Communicate effectively, both orally and in writing.
- Demonstrated ability to design, manage, and implement projects.

Salary commensurate with experience. In addition, the Port offers a comprehensive benefit package.

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DATA PROCESSING PROFESSIONALS

There's a Million Reasons Why We Speak Your Language!

Blue Cross and Blue Shield of Oregon, a major health insurance company provides health insurance to over one million people. Your expertise in new development and large scale enhancements will help all of them. Several large projects and new business efforts will be requiring individuals with experience working in a large scale IBM mainframe environment.

All positions require strong communication, inter-personal and user skills. Candidates must also have experience in the following:

- VSAM
- COBOL
- TSO/ISPF
- OS/JCL


SENIOR PROGRAMMER ANALYSTS

Requires a minimum of 5 years experience in performing systems analysis and design, coding, testing and implementation assignments. CICS skills a definite plus. Must have demonstrated project leadership experience.

PROGRAMMER ANALYSTS

Requires a minimum of 2 years experience in performing systems analysis and design, coding, testing and implementation assignments. CICS skills a definite plus.

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

ACCOUNTING MANAGER

The Port of Portland has an immediate opening for an Accounting Manager. The successful candidate will be responsible for:

1. Assisting in developing accounting policies.
 2. Managing the development, implementation, and operations of corporate accounting related computer systems.
 3. Coordinating with outside auditors the annual external audit.
 4. Preparing annual audited financial reports.
 5. Supervising the preparation of monthly departmental and corporate consolidated financial statements.
 6. Interfacing with operating and administrative personnel on accounting matters.
- Preferred qualifications include:
- Course work or experience equivalent to a degree in accounting.
 - CPA certificate or candidacy desirable.
 - Previous experience demonstrating extensive knowledge of governmental accounting principles and reporting requirements.
 - Working knowledge of fund accounting and budgetary basis reporting.
 - Demonstrated supervisory ability.
 - Proven ability to work with complex microcomputer spreadsheet and word processing applications; experience in large data processing applications.
 - Effective interpersonal skills.
- Salary commensurate with experience. In addition, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE 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, July 13, 1990 at 5:00 pm.

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P.O. Box 3529
Portland, OR 97208

DISPATCHER

COMMUNICATIONS DISPATCHER 1

\$1797 to \$2264 per month (depending on qualifications)
Excellent Benefits plus 6% PERS retirement contribution

Career Opportunity: Clackamas County is recruiting for experienced Communications Dispatchers to work in a busy 9-1-1 center serving fifteen public safety agencies (law enforcement and fire/medical). Successful applicants will possess a minimum of one year public safety dispatch experience and advanced typing skills.

COUNTY EMPLOYMENT APPLICATION REQUIRED. Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closes July 30, 1990, 5:00 p.m. An Equal Opportunity Employer.




SENIOR ANALYST

Blue Cross and Blue Shield of Oregon is currently accepting applications for the position of Office Automation Senior Analyst in our Information Resource Dept. The successful candidate will:

- Review and analyze work procedures
- Serve as lead on office automation projects
- Review, analyze and implement NE office automation systems and technologies
- Provide technical application support on office automation products
- Develop and present training for office automation products
- Establish and maintain communication with other branches of the information systems marketing team

Qualified candidates will have at least 3 years experience using advanced office automation systems & the ability to quickly learn new systems and technology. Requires good communication skills and experience w/requirements for software and hardware installation and testing. College degree in computer science or business is preferred. C Language programming skills desired.

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 #318 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
TDD# 225-6780

INSURANCE

CUSTOMER SERVICE

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

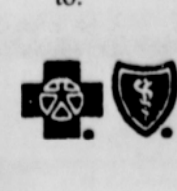
This position is responsible for in depth knowledge of all aspects of Blue Cross & Blue Shield of Oregon business. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form.

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 30wpm & 10 key calc
- 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 #211 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
TDD # 225-6780
Equal Opportunity Employer

DATA PROCESSING

INFORMATION SECURITY SPECIALIST


Blue Cross & Blue Shield of Oregon is accepting applications for an information Security Specialist for corporate security. The successful candidate will... Administer AFC2 and other assigned information/data security systems including providing support for software interfaces and technical troubleshooting. Participate in reviewing and evaluating the effectiveness of the corporation's information/data security practices and in developing, monitoring and enhancing information security policy.

Develop, implement and operate systems and processes that support the security of the corporation's information/data.

Analyze complex problems related to the security of information/data and develop solutions.

Participate in security research and development, manage projects and train staff. Qualified candidates will have a 4 year college degree in computer science or equivalent experience and advanced knowledge of security software. Systems software and computer operations. Requires knowledge of TSO/ISPF, assembler, and information/data security practices. Must have project management experience and excellent oral and written communication skills. Knowledge of AFC2 ADA-BAS, MVS, CICS, and NATURAL is preferred. Salary commensurate with experience.

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 #251 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
TDD# 225-6780

NORTHEAST COALITION OF NEIGHBORHOODS

YOUTH GANG PROGRAM

POSITION: OFFICE MANAGER

Full-time position, \$8.00 per hour with benefits after six (6) months. Range of clerical and office management skills are required. Must type 50 wpm. Position includes staffing of a Gangs Hotline, taking of minutes for Youth Gang Task Force meetings, general office procedures, assisting Director, Outreach Coordinator and Graffiti Project. Typing and transcription tests will be administered.

Apply in person at:

Northeast Coalition of Neighborhood
4815 N.E. 7th Avenue, Room C-25
Portland, OR 97211

Deadline: July 20, 1990, 5:00 p.m.

No phone calls please. No applications will be mailed.

Equal Employment Opportunity Employer.

MULTNOMAH COUNTY

Facility Security Officer-\$9.16 per hour plus shift differential; requires ability to work any shift or any day of the week; provides security services and related law enforcement assistance; responds to emergency calls and alarms; coordinates activities with sworn officers; apply by July 20, 1990.

Clinic Pharmacist-\$14.93-19.37 per hour; dispenses medications in County clinics as assigned; requires license and one year of experience; current opening located downtown is scheduled to work twenty hours per week with no evening or weekend work; apply by July 20, 1990.

Community Service Placement Specialist-\$11.14 per hour; places clients referred to the Community Service program by court order or by Juvenile Counselor; interview, place, and monitor clients; apply by July 20, 1990.

Project Coordinator/Policy Analyst-Columbia Villa Project-\$31,174-40,445 annually; specific duties include facilitating and monitoring existing services at Columbia Villa; establishing a coordinated referral and case management system; planning and implementing new programs and services; identifying ways to increase resident involvement; coordinating dissemination of information; and serving as liaison; apply by July 20, 1990.

Program Development Specialist-Children's Mental Health Partners Project \$27,478 to 33,596 annually; duties include working with community service providers and others in developing services for children and families; contract, monitor, and evaluate service providers, investigate complaints and resolve problems concerning services; apply by July 13, 1990.

WHERE TO APPLY Multnomah County Employee Services, Room 1430, 1120 SW Fifth Avenue, Portland, OR 97204.

"An Equal Opportunity Employer"

BUILDING INSPECTOR I/II

\$1,631-\$2,082 or
\$1,880-\$2,399/month
Recruitment #90-44

The City of Vancouver is seeking qualified candidates with a thorough knowledge of the Uniform Building Code for an immediate opening as Building Inspector in the Building and Zoning Division of the Planning Building Department. Primary responsibilities include field inspection of new, altered, and repaired buildings during construction and on-going inspection of building equipment. Previous work experience in building inspection and knowledge of methods and materials used in building constructions desirable.

All interested candidates MUST submit a completed City of Vancouver application and cover letter describing your strongest qualifications to the Citizens Service Center, 210 E 13th Street, PO Box 1995, Vancouver, WA 98668-1995, RECEIVED no later than 4:30pm, Friday, July 27, 1990.

Equal Opportunity/Affirmative Action Employer
Women and minorities are encouraged to apply

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CLACKAMAS COUNTY
Equal Opportunity Employer



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THE PORTLAND OBSERVER