

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

SCHOOLS AND TRAINING

9-1-1 Training

Portland Community College is accepting applications for Fall 1990 entry into the Emergency Telecommunications Training Program. Prepare for a rewarding public service career as a 9-1-1 Dispatcher. Plenty of jobs in the Portland Metropolitan area are available to graduates of our program. Excellent wages and benefits. Call Carol Bruneau or Margaret Smith at 244-6111, ext. 5271 for an application. Deadline for applications is August 22.

FOREST MANAGEMENT SPECIALIST 1

\$1858 - \$2464

The Oregon Department of Forestry currently has openings in Philomath and Astoria for a Forest Management Specialist 1. This announcement is to fill the current vacancy and develop a list for future vacancies throughout the state. Submit an application now if you wish to be considered for this job classification. The Forest Management Specialist 1 performs planning and coordination of a variety of specialized activities in support of several program areas in the Department of Forestry. Work involves the application of standard forestry practices in such diverse activities as timber harvesting and inventory, road construction and maintenance, chemical application, reforestation, young growth management, and land surveying. Announcement closes August 31, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications. Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

FOREST UNIT SUPERVISOR 1

Assistant to the Camp Superintendent
\$1872 - \$2513

The Oregon Department of Forestry currently has an opening in Tillamook for a Forest Unit Supervisor 1, Assistant to the Camp Superintendent. This announcement is to fill the current vacancy. Submit an application now if you wish to be considered for this job classification. The Forest Unit Supervisor 1 assists the Camp Superintendent by providing field coordination and supervision for inmate crews working out of the South Fork Camp Correctional Facility on Forestry or field-oriented work projects. Announcement closes September 10, 1990. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

TELEPHONE RECEPTIONIST

Georgia-Pacific Corporation has an immediate opening for an individual to handle incoming calls on a 50-line switchboard, and in addition will be responsible for verifying shipment orders on a CRT. Must have excellent phone etiquette, good communication skills, and the flexibility to deal with pressure at peak periods. Light typing ability necessary.

Prefer applicants apply in person Wednesday, 8/15 to Friday, 8/17 from 9:00-4:00. If unable to apply in person, send resume with salary history by August 17th. Please indicate specific position.
Georgia-Pacific Corporation
Human Resources Department-
17th Floor
900 S.W. Fifth Avenue
Portland, OR 97204
Equal Opportunity Employer

SECRETARY

Alcohol and Drug Treatment Program seeks full-time secretary to type, file, and perform clerical duties. Strong communication and organizational skills and working knowledge of word processing required. Lotus and Word Perfect preferred. Send resume and salary requirements to Central City Concern by 8/31/90 to 709 N.W. Everett, Portland, OR 97209. Equal Opportunity Employer.

EDUCATION

Economic Opportunity Committee of Clark County Head Start
TEACHER-BA Elementary Education, prefer ECE. 1 year paid experience with 3-5 year olds in preschool setting. Experience supervising adults. Beginning salary \$8.66/hr.; 30 hrs/wk; 36.5 wks/yr.
TEACHER ASSISTANT II-AA in ECE or CDA and 1 year experience with 3-5 year olds in preschool setting. Beginning salary \$6.06/hr.; 28 hrs/wk; 35.5 wks/yr.
All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 a.m. - 4:00 p.m., Monday-Friday, EOC Office, 10619 N.E. Coxley Drive, Vancouver, WA 98662 (206) 896-9912. Completed applications must be received in EOC Office by 4 p.m., August 21, 1990. Equal Opportunity/Affirmative Action Employer

COUNSELING

Chemical Dependency Clinical Supervisors

Starting salary \$1644-\$1810 per month plus benefits. OCDA Inc. has 3 vacancies for Clinical Supervisors in residential intensive outpatient and assessment programs. All require master's degree in a human services discipline and/or extensive related clinical experience including clinical supervisory experience. Detail position announcements and application instructions are available at CODA Inc., 210 N.E. 20th, Portland, OR 97232. (503) 239-8400. Equal opportunity/affirmative action employer.

The Private Industry Council (TPIC) is a private non-profit organization dedicated to employment and training for economically disadvantaged youth and adults in Washington and Multnomah Counties. TPIC is recruiting for the following regular full-time positions for a new intergenerational employment and training program in East Multnomah County:

FAMILY ADVOCATE TWO POSITIONS

Responsibilities: Responsible for activities of youth and adults who participate in TPIC programs. Duties include program planning, enrollment, placement, counseling and guidance, record keeping, development of student activity plans, classroom assistance, support service referral and coordinating activities.

Preferred qualifications: Bachelor's degree with major course work in education, counseling, sociology or related field; two years work experience with target population youth in a teaching, counseling or vocational guidance position; valid driver's license and reliable transportation. Experience with public school systems, social service agencies and employer community desirable. Applicable experience may be substituted for education. Bilingual (Spanish/English) skills required for one position and preferred for second position. Valid driver's license and reliable transportation.

Salary range: \$18,263 to \$27,831 plus excellent benefit package.

SECRETARY/WORD PROCESSOR

Responsibilities: Responsible for reception, document development and clerical support to staff.

Preferred requirements: High school diploma, or GED; three years experience in general office setting including two years word processing experience; excellent grammar and spelling; familiarity with WordPerfect, Lotus and MacIntosh systems; telephone and reception experience; demonstrated ability to meet multiple deadlines and to work with a variety of people. Bilingual (Spanish-English) skills required.

Salary range: \$15,466 to \$21,802 plus excellent benefit package.

Closing date for these positions is 5 p.m. Friday, August 17, 1990. Applications available at The Private Industry Council, 520 S.W. Sixth Avenue, Suite 400, Portland, OR 97204. No phone calls, please. An Affirmative Action/Equal Opportunity Employer.

THE PORT OF PORTLAND

The Port of Portland has an immediate opening for a Financial Analyst working with capital budgets and federal grants.

The successful candidate will be responsible for:

1. Developing, coordinating, and implementing Aviation Capital Budget process.
 2. Activity pursuing grant funding of all eligible projects.
 3. All aspects of federal grant programs including coordination, negotiation, application, Port Commission acceptance, reimbursement of funds, and audit/project closure.
 4. Developing financial reporting systems and improving existing systems.
- Preferred qualifications include:
- Course work or experience equivalent to a degree in accounting, business administration, finance, and/or public administration.
 - Working knowledge of budget and accounting principles and practices.
 - Working knowledge of federally sponsored projects.
 - Knowledge of research and statistical methodology and reporting techniques.
 - Knowledge of engineering drawings, specifications, and the construction contract administration process.
 - Quantitative spreadsheet analysis using Lotus 1-2-3.
 - Demonstrated oral and written communication skills.

In addition to a starting salary range of \$27,821 to \$35,184 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 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, August 17, 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

Police Officer - to \$3,217/mo.
Clerical Specialist - \$1,969/mo.
Assistant Management Auditor - \$2,659/mo.
Laboratory Manager - \$43,326/year
Mechanical Inspector - \$3,068/mo.
Water Systems Planning Coordinator - \$4,020/mo.
For more info./closing dates, call (503) 248-4573 (24 hour job information). No resumes please.

BUREAU OF PERSONNEL
1220 S.W. Fifth Avenue, First floor
Portland, OR 97204

Apps. also available at:

URBAN LEAGUE
10 N. Russell

Minorities, females and disabled encouraged to apply.



LABORATORY MANAGER

The City of Portland, Oregon is recruiting for a professional and experienced laboratory manager who will administer a water, wastewater or sludge quality control laboratory; supervise professional and technical laboratory staff; and develop and implement programs and policies for quality control and environmental issues. Portland is nationally known for its livability, reasonable cost of living, and natural beauty. Salary range is \$40,851 to \$43,326 annually, plus a generous benefits package. Applications may be obtained from Portland Bureau of Personnel, 1220 S.W. 5th Ave., Portland, OR 97204 (phone: (503) 248-4352). Deadline for application is: August 27, 1990. The City of Portland is an EEO/AA employer.



Port of Portland

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

PORT OF PORTLAND EMPLOYMENT OPPORTUNITIES

Sr. Market Development Associate to develop and implement targeted marketing programs to attract companies to locate in Portland that will generate cargo through Port marine terminal facilities. Position closes 8/24/90.
Financial Analyst working with capital budgets and federal grants. Position closes 8/17/90.
For additional information, call the Port's Job Hot Line (503) 231-5478.



Port of Portland

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

MENTAL HEALTH SPECIALIST 3

\$2271-\$3407 per month
Excellent benefits plus 6% PERS
retirement contribution.

Is your expertise with psychiatrically disabled adults? Do you possess strong leadership, technical and interpersonal skills? Clackamas County's Mental Health Division is seeking a talented individual to function as supervisor in coordinating the day treatment programs for adults with persistent and severe mental illness and provide supervision for a small interdisciplinary professional staff.

Competitive candidates will be seasoned clinicians skilled in assessment, diagnosis, crisis intervention and psychosocial rehabilitation. Candidates must possess a master's degree in a mental health area plus relevant experience.

COUNTY EMPLOYMENT APPLICATION REQUIRED. Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closing date September 7, 1990, 5:00 p.m. An Equal Opportunity Employer.



CLACKAMAS COUNTY

Equal Opportunity Employer

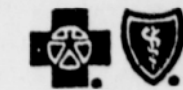
SECRETARY TO MANAGER

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently accepting applications for a Secretary in the Finance Division. Qualified applicants will possess strong technical skills including 60wpm typing, 10 key, word processing and telephone skills. Strong verbal and written communication skills are of equal value.

This position requires approximately 30% statistical typing & calculation; a strong mathematical aptitude is imperative.

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

Blue Cross and Blue Shield of Oregon
Human Resources Dept., Fifth Floor
100 S.W. Market
Portland, OR 97201
TDD #225-6780
Equal Opportunity Employer



NURSING

RN PRE-CERTIFICATION COORDINATOR

The Medical Affairs Dept. is currently seeking a RN professional to fill a Pre-Certification Coordinator position.

The Pre-Certification Coordinator will conduct reviews for pre-certifying second opinions, discharge planning, and benefit extension review.

Successful candidate must be an RN currently licensed in the state of Oregon with 3-5 years recent hospital experience. Utilization review and quality assurance background desirable. Good communication skills a must.

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

Blue Cross and Blue Shield of Oregon
Human Resources Dept., Fifth Floor
100 S.W. Market
Portland, OR 97201
TDD # 225-6780
Equal Opportunity Employer



MARKETING

Sr. Market Development Associate

The Port of Portland has a Sr. Market Development Associate to develop and implement targeted marketing programs to attract companies to locate in Portland that will generate cargo through Port marine terminal facilities.

The successful candidate will:

- Conduct market research programs identifying target industries, primarily in transportation, warehousing and distribution
 - Develop and implement marketing programs
 - Be involved in property negotiations
- Preferred qualifications include:
- Demonstrated marketing experience, including research development, preferable in the transportation/distribution industry
 - Ability to prepare marketing proposals and make presentations to prospects
 - Ability to analyze real estate, problems and recommend solutions
 - Degree in business, marketing, real estate, or related field or equivalent work experience.

In addition to a starting salary range of \$36,670 to \$42,573, 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 N.E. Multnomah, 14th Floor. Physically disabled applicant and applicants residing outside the tri-county Portland metropolitan area and Clark County may request application materials by calling (503) 231-5000, ext. 700. All applications must be received by 5 p.m., Friday, August 24, 1990.

The Port is an Equal Opportunity Employer



Port of Portland

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

PRINTING

Blue Cross and Blue Shield of Oregon is currently accepting applications in our reprographics department for the following positions.

PRESS OPERATOR

Qualified applicants must have at least 2 years work experience as a Press Operator. Two-color offset press knowledge and experience helpful. Education in graphics art or printing program is helpful. Applicant must be able to lift 50 lbs.

BINDERY CLERK

Candidate should be able to lift 75 lbs. frequently, have previous folder experience, and have the ability to read and follow directions. Two years bindery experience or completion of a graphic arts program at a community college preferred.

These are swing shift positions with regular working hours from 3:30-midnight; however, applicants must be willing to work overtime hours if required.

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 #371 for Press Operator or #372 for Bindery Clerk at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of Oregon
Human Resources Dept., Fifth floor
100 S.W. Market
Portland, OR 97201
TDD #225-6780
Equal Opportunity Employer



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Reflecting Community Pride