

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

PERSONNEL OFFICER

2 (X1321*)
REGION PERSONNEL OFFICER
EASTERN REGION IN
ADULT AND FAMILY SERVICES
DIVISION (AFS)
SALARY (\$2387-\$3205-
MONTHLY)

Excellent Benefit Package
State of Oregon, AFS needs an energetic and innovative person with a background in Personnel for a Region Personnel Officer position in the Eastern Region office in Bend, Oregon.

QUALIFICATIONS:
...one year of professional level personnel experience which included employee relations, classification, compensation, recruitment, training, testing, selection, benefits, Personnel rules interpretation or labor relations and a Bachelor's degree in Personnel Management, Business, Management or Public Administration or a closely related field OR three more years of pertinent experience. The applicants' background must clearly demonstrate how they have gained the knowledge and skills identified in Announcement #OC901465.

Obtain a State of Oregon Application (PD100) and Announcement #OC901465 from Personnel Center, 775 Court Street, Salem, Oregon 97310 or any Employment Division office.

APPLY AS SOON AS POSSIBLE; APPLICATIONS MUST BE RECEIVED BY DECEMBER 11, 1990 TO BE ACCEPTED.

FOLLOW THE DETAILED INSTRUCTIONS ON THE ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER.

Counselor V FAMILY SERVICES COORDINATOR

Starting salary \$1700-\$1850 mo. + benefits. CODA INC seeks supervisor in family services program to assist program manager in development and operation of residential and out-patient family programs. Supervise 2-5 staff, oversee diagnosis evaluation and treatment of drug affected infants and children. Conduct patient training, perform individual, group and family treatment and development, implement and monitor policies.

To qualify a master's degree in human services discipline and 2 years relevant experience in including supervisory experience or equivalent are required. Expertise in chemical dependency issues and family & children's issues are very strongly preferred. To apply submit standard CODA application form including screening question responses to address below.

Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232.

Equal opportunity/affirmative action employer.

ENGINEER

Sr. Chemical Engineer
The James River Corporation is looking for a Sr. Chemical Engineer for its Wauna Mill. This position is assigned to an operating department. Typical projects include process optimization, product improvement, test method development, and capital project planning. The Engineer is expected to have a thorough technical knowledge of the area where s/he is assigned, and is expected to contribute sound technical advice to departmental task groups, and assist in formulating departmental strategy. The position requires a BS in Chemical Engineering or Pulp and Paper Technology, and at least two years experience in pulp and paper manufacturing or research. Candidate must be capable of working with others in a task group setting, and solving manufacturing problems. Also required are effective verbal and written communication skills, and the ability to work with a minimum of supervision. If you meet these requirements, please send resume to Mike Woods, Rt. 2 Box 2185, Clatskanie, OR 97016. The Wauna Mill is located on Oregon Highway 30 between Longview and Astoria. Equal opportunity employer.

JAMES RIVER CORPORATION

MARKETING COMMUNICATIONS COORDINATOR

Responsibilities include planning, scheduling and organizing marketing and advertising services. Develop programs, budgets, timelines and evaluation methods. Make presentations to various public forums. Position requires a Bachelor's Degree in marketing or journalism and at least 3 years experience in a professional marketing capacity. Must pass a pre-employment physical and drug screening. Salary \$2,443 - 3,305/Mo. Qualified applicants should submit their resume to the Personnel and Risk Manager, C-Tran, P.O. Box 2529, Vancouver, WA 98668-2529. Equal Opportunity Employer. M/F/H. Position closes upon selection.

CREW CHIEF SANITARY SEWER

Salary Range: \$2159 to \$2807/mo. DOQ. Supervises and performs skilled manual and equipment operation work assignments necessary to construct, maintain and operate all City sanitary sewer collection facilities, pump stations, telemetry controls, etc. Oversees the City's sanitary sewer collection and ensures all health, DEQ and related mandates are met. Requires graduation from high school or equivalent GED certificate. Minimum 5 years sanitary sewer collection with a minimum of 2 years experience as a supervisor. Must have knowledge of municipal operation, heavy equipment operation, experience in electronics, hydraulics and fundamentals of electricity. Experience with plans, PC's, specifications, and blue prints desirable. Requires Sanitary sewer Collection System Certification Level III. Must have a valid Oregon CDL Class I license.

Pre-employment drug screen required. Must submit a City of West Linn application to West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068, by December 21, 1990, 4:30 PM, (503) 657-0331. Equal Employment Opportunity.

LEVEL 2 ENVIRONMENTAL INVESTIGATION (Solicitation No. 91-11)

The Portland Development Commission will receive proposals for the design and execution of a Level 2 Environmental Investigation of 17 Parcels in the Holman Redevelopment Area until 4:00 p.m., Pacific Standard Time (PST) on December 21, 1990, at its offices located at 1120 S.W. Fifth Avenue, Suite 1100, Portland, Oregon 97204-1968.

Contract Documents may be obtained from the Portland Development Commission by depositing \$40.00 for each document so obtained. There will be a mandatory preproposal meeting on December 11, 1990, 1:30 pm, at the offices of the commission. Proposals shall be submitted in accordance with the proposal format outlined in Request for Proposals including insurance requirements. Inquiries should be directed to Marlin D. Brinkley, 796-5350.

The Portland Development Commission is committed to acting affirmatively to encourage and facilitate the participation of Emerging Small Businesses (ESB), Minority Business Enterprises (MBE), and Women Business Enterprises (WBE) in Commission projects and operations. Responsible bidders must comply with established goals in this project as contained in the RFP. Bidder shall be certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland.

HELP WANTED

Secretary for private, non-profit organization. Phone, walk-in reception plus other office duties. Good communication skills, valid drivers license, experience with word processing and database required. 38 hours/week; \$8/hr plus health and pension plan. Job description and application materials available at Southeast Uplift Neighborhood Program, 3534 SE Main. Deadline for resume and completed application: Friday, Dec. 7, 1990, 5:00 p.m. Minorities encouraged to apply.

ENTRY LEVEL COUNSELOR II

Starting salary \$1109-\$1250 plus benefits. CODA INC seeks entry level counselor for STAR methadone maintenance program to manage caseload of opiate dependant clients, provide supervised therapy to groups and individuals, maintain clinical records and assist with other program functions. To qualify: an associate's degree in health services OR certification as chemical dependency counselor are required as is one year human services experience. Clinical experience in methadone treatment and strong communication skills preferred.

To apply submit standard CODA application form including screening question responses to address below.

Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232.

Equal opportunity/affirmative action employer.

TEACHER, ENGLISH AS A SECOND LANGUAGE

To provide direct instruction to students

Requires:
Valid Oregon Teaching Certificate with grade level authorization K-12. Experience and/or training in teaching foreign/second language.

Call 257-1510 (24 hr. job information) for further qualification, salary and closing dates. Required Multnomah Education Service District employment applications can be obtained in person at MESD's Recruitment Office, 11611 N.E. Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. Applicants residing outside of Tri-County area and physically disabled applicants may request application materials by mail by calling 257-1501 during regular office hours.

BUILDING CODES INSPECTOR 1

The State of Oregon Building Codes Agency has vacancies throughout the state in the following certifications: Electrical, Plans Examiner, Plumbing, Structural, Boiler, Elevator, Recreational Vehicle, and Manufactured Home Construction. The inspector enforces state and national code standards within field of certification and assigned geographical area. This recruitment will be used to establish a list of certified people in each area of certification. The list will also be used to fill current openings. Salary \$1957-\$2602/month. Excellent benefits.

Request announcement, certification criteria, and application procedure from Personnel Office, Building Codes Agency, 1535 Edgewater NW, Salem, OR 97310. (503) 378-4839. An Equal Opportunity Employer: Minority, Female, and disabled candidates are encouraged to apply.

OFFICE SPECIALIST 3

(Office Manager - Social Services Division)
\$1562 to \$2344 per month
Excellent benefits plus 6% PERS retirement contribution
Closes December 3, 1990

WORD PROCESSING LEADWORKING

(Mental Health Division)
\$1442 to \$1814 per month
Excellent benefits plus 6% PERS retirement contribution.
Closes December 3, 1990

COUNTY EMPLOYMENT APPLICATION REQUIRED. Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045 or call (503) 655-8459. An Equal Opportunity Employer.

OPERATIONS MANAGER

Private non-profit seeks manager for local & statewide operations. Resp. for acquisition, warehousing & distribution of product. Knowledge of bldg. & equip. maint., strong supervisory & communications skills req. Salary \$20,000 + DOE plus exc. benefits. Cover letter & resume to Oregon Food Bank, 2450 NE Riverside Way, Ptd. 97211 by 12/12. EQUAL OPPORTUNITY EMPLOYER.

ELECTRONICS TECHNICIAN

Tualatin Valley Fire and Rescue is accepting Applications for an Electronics Technician. Responsibilities will include installation and maintenance of the Districts telecommunications systems. Interested candidates must have 5 years experience in related field and possess an Associates Degree in Engineering in electronics; or any satisfactory combination of experience and training. Must possess an FCC, NABER, or an APCO radio telephone license. Salary range \$1928-\$2699 per month. Interested candidates may submit completed district applications/resumes to Tualatin Valley Fire and Rescue, 20665 Southwest Blanton Street, Aloha, OR 97007 by Friday December 7, 1990 at 4:30 p.m. Equal Opportunity Employer.

HIGHWAY PLANNER

Oregon Highway Division seeks applicants for a vacancy in Salem. Requires three years of staff technical or professional level experience in the public or private sector conducting long-range planning and research studies, AND a Bachelor's degree in Planning, Public Administration, Social Science, Geography, Landscape Architecture, or a related field, OR three more years of responsible pertinent experience. The person in this position would develop the corridor plan for the Oregon Coast Highway and assist in the Pacific Coast Scenic Parkway. To obtain an application, contact ODOT Personnel at (503) 378-6281. Applications must be returned by 5:00 p.m., December 7, 1990. We are an AA/EEO Employer.

CUSTODIAL SERVICES SUPERVISOR

For the Facility Services Unit of the Legislative Administration Committee. Position supervises night custodial crew performing general cleaning and minor maintenance in the Oregon State Capitol. Working hours 5:30 P.M. to 2:00 A.M. Experience coordinating or supervising the work of custodial staff and experience performing custodial work and minor maintenance on equipment and buildings required. Salary range \$1,781 - \$2,387 per month. A Legislative Administration Committee application and other materials required. Application materials must be received by 5 PM, December 10, 1990. Contact Personnel Services, Legislative Administration Committee, S401 State Capitol, Salem, OR 97310. (503) 378-8530. FAX: (503) 373-1527. Equal Opportunity Employer.

HELP WANTED DIRECTOR OF PLANNING & DEVELOPMENT

\$4,361 - \$5,247/mo.
The Eugene Water & Electric Board is seeking an individual to provide direction and leadership for corporate planning, organizational development, community affairs, customer relations, environmental management, and human resources. Accountable for the effective integration of organizational planning and development initiatives into utility operations. Requires eight years of management experience, at least three of which are at a senior management level, and a Bachelor's Degree in public administration, business administration, engineering, or equivalent combination of education, training and experience. Utility-related experience preferred. For information contact the Human Resources Dept., EWES, 500 East 4th Avenue/P.O. Box 10148, Eugene, OR 97440 (503) 341-3012. Position closes-Friday, December 28, 1990 - 5:00 p.m. EQUAL OPPORTUNITY EMPLOYER

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

ICD-9/CPT-4 Coding
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.

Starting salary \$1347/mo. Training class will begin Jan. 2, 1991.
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 #457 at the top of your resume or you may apply in person between 9 AM-4PM Mon-Fri.

Blue Cross
Blue Shield
of Oregon
Human Resources Dept. 5th Floor
100 S.W. Market
Portland, Or 97201
Blue Cross
Blue Shield
Equal Opportunity Employer
Tdd #225-6780



EMPLOYMENT

SNOHOMISH COUNTY PUBLIC WORKS

50 + NEW POSITIONS

To receive applications, check the box of each position that interests you & mail this completed ad to: Snohomish County Dept of Personnel, 1st Floor, County Admin. Bldg., Everett, WA 98201.

- ENGINEER IV** \$3336-4053
Engineering Oper. Admin,
- ENGINEER III** \$3174-3860
Surface Water Management
- ENGINEER II** \$2878-3500
Design/Traffic/Construction
- ENGINEER I** \$2612-3174
Surface Water Water Quality/
Design/Materials Geologist
- PLANNER, Sr.** \$2878-\$3500
Surface Water Watershed
Planning/Public
Involvement-Environmental
- PLANNER, Assoc.** \$2370-\$2878
Public Involvement-Environmental
- ENGINEERING TECH, Sr.** \$2742-3336
Construction/Survey
- ENGINEERING TECH, IV** \$2370-\$2878
Survey/Design/construction/Traffic/Surface
Water Drainage/Design Technical Support
- ENGINEERING TECH. III** \$2256-2742
Traffic/Survey
- ENGINEERING TECH II** \$2047-2490
Program Planning Graphics/
Traffic/Design Technical Support
- COMPLIANCE OFFICER** \$2370-2878
Program Planning
- TRAFFIC SIGNAL TECH./ELECT.** \$2742-3336
Traffic
- PERMIT COORDINATOR I** \$2149-2612
Land Use Review
- REAL PROPERTY SPECIALIST II** \$2490-3026
Right-of-Way
- REAL PROPERTY SPECIALIST I** \$2256-2742
Right-of-Way

Name _____
Address _____
City _____ State _____ Zip _____

Completed applications must be returned by 12/21/90

**SCHOLARSHIPS,
FELLOWSHIPS, GRANTS**
Ed's Services
Box 3006
Boston, Ma 02130

PORT OF PORTLAND

EMPLOYMENT OPPORTUNITIES

Programmer Analyst will perform functions related to internal system design and computer program development, implementation, maintenance, and problem analysis of systems in production. This position will close on Friday, November 30, 1990, at 5 p.m.

Systems Analyst will gather and analyze information to develop or modify computerized information systems. This position will close on Friday, November 30, 1990, at 5 p.m.

For additional information, call the Port's Job Hot Line, (503) 231-5478. The Port is an 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