

# CLASSIFIEDS

Advertising  
Employment  
Bids/Sub-Bids

**NURSING**  
**NURSING SERVICES COORDINATOR**

**Beginning salary \$1850-\$2200 per month plus benefits.**  
CODA Inc seeks full time nursing services coordinator to be responsible for management of methadone dispensary serving 300 clients and for the development and coordination of clinical nursing services. Incumbent must select, train and monitor staff of nurses and medication aides. Provide direct clinical services to dual diagnosis clients, pregnant clients and others as needed. Insure compliance with all regulations regarding methadone. Work week is flexible but shift is typically Mon-Fri 9-5. Current unincumbered Oregon license as registered nurse and at least 3 years nursing experience are required. Supervisory experience is highly desired. 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.

**ATTORNEY**  
**CONTINUING LEGAL EDUCATION (CLE) ATTORNEY OREGON STATE BAR**

This full-time position within the Member Services Division plans and schedules CLE programs and publications. Works with all aspects of planning CLE seminars and publications by assisting chairpersons and editors to determine content of programs and publications. Position also provides assistance in the selection of speakers and authors and will provide marketing assistance in creating promotional brochures and other materials as needed.  
Skills: General legal experience and knowledge of current legal topics; familiarity with bar's Minimum CLE requirements; understanding of adult education planning, training and evaluation methods. Ability to utilize personal computer with WordPerfect software is helpful. Excellent interpersonal skills.  
Requires graduation from a four year college or university; graduation from an accredited school of law; member of a state bar, preferably Oregon.  
Salary Range Starts: \$2,355/month. Excellent benefits.  
Apply immediately, send resume and cover letter to: Personnel Officer, Attn: MSDA 5200 S.W. Meadows Road, Lake Oswego, Oregon 97035. Deadline for application: Friday, January 4, 1991.  
Equal Opportunity Employer

**FUNDRAISING PRESIDENT/CEO**

OPB Foundation, a non-profit corporation raising funds only for Oregon Public Broadcasting, is accepting applicants for its Chief Executive Officer position. Charged with raising \$7.5 million this fiscal year for a state-wide public broadcasting system, the Foundation is located in Portland, OR with a staff of 19.  
The President/CEO is responsible for management and administration of the Foundation for carrying out Board policies, business & fundraising and coordination of Foundation affairs with the Oregon Commission on Public Broadcasting, it's President and management team. The position is accountable to the OPB Foundation Board of Directors.  
This position requires outstanding qualifications in fundraising and an experienced manager to handle the high level duties and responsibilities as Chief Fundraiser and Chief Executive of the OPB Foundation. This includes a minimum of 4-7 years of successful fundraising experience, management and public relations skills. The individual employed must be able to relate to a wide diversity of constituents, including Board members, Foundation staff, volunteers, donors, prospects, OPB Commissioners and staff, government officials, vendors and others. Salary is competitive and an excellent benefit package is available.  
Letters of application including current resume, 4 refs & salary history should be sent to:  
SEARCH COMMITTEE  
OPB FOUNDATION  
PO BOX 69485  
PORTLAND, OR 97201  
Applications will be reviewed until the position is filled but to be assured of consideration, please meet the filing deadline of 1/25/91.  
Equal Opportunity Employer

**HELP WANTED POLICE OFFICER RECRUIT**

The City of Milwaukie, Oregon (located within Portland Metro Area - population 18,400) is seeking person (s) for responsible police work in protection of life and property through the enforcement of laws and ordinances. Work consists of patrol of assigned areas, traffic regulation, accident and criminal investigation. REQ: ability to work without direct supervision in emergencies, exerciser considerable judgment and skill in investigation and prevention of crime. Be US citizen, 21 years old, H.S. Grad or GED, not have been convicted of felony, have valid drivers license, and be able to pass physical agility, medical and psychological exams. Salary: Recruit = \$1,947 to \$2,045/mo. Officer = \$2183-2666/mo., plus excellent benefits. City employment application packets will be available at the City of Milwaukie Personnel Office on Monday, December 17, 1990. Interested applicants must submit completed job application packets, on or before 5:00 PM Monday, January 7, 1991 at the Personnel Office, City of Milwaukie, 10722 SE Main Street, Milwaukie, OR 97222; 659-5171 or Fax 652-4433. EEO.

**COUNSELOR III FAMILY COUNSELOR**

**Starting salary \$1232-\$1300 month plus benefits.**  
CODA Inc seeks experienced counselor for family services program to diagnosis, evaluate and treat caseload of clients; conduct individual, group, and family counseling, develop and conduct structured educational groups, consult and coordinate with CSD, participate in other program activities. Position works Mon-Fri with 2 day & 3 evening shifts. To qualify: bachelor's degree in human services discipline and 2 yrs supervised relevant exper. are required. Experience in treatment of chemically dependent women 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.

**COUNSELING C-V FACILITY MILIEU Supervisor Alpha House**

**Starting Salary \$1750-\$1800 month plus benefits.** CODA Inc seeks senior counselor/facility & milieu supervisor for alpha House adult residential treatment facility to: Administer daily operations, coordinate client services, consult with PO's, supervise 3-5 counselors, coordinate staff schedules, identify maintenance needs. Position usually works Sun-Thurs 9-5. To qualify bachelor's degree in human services discipline with post graduate course work towards a master's and 5 years chemical dependency treatment experience (3 years supervisory experience) OR a master's degree in human services discipline and 2 years chemical dependency treatment experience are required. 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.

**SECRETARIAL ASSISTANT**

**\$17,124 - \$21,240**  
The Portland Development Commission is seeking someone that enjoys all phases of secretarial office work to support the Property management/Relocation section. Proficient standard secretarial experience using Wordperfect 5.0 required. Individual must be well organized, possess strong telephone and excellent people skills and present a high level of professional attitude and diplomacy. Understanding of property management a plus.  
Position closes December 28, 1990.  
RESUMES MUST BE ATTACHED TO REQUIRED COMMISSION EMPLOYMENT APPLICATION. NO PHONE CALLS. Application materials available at:  
The Portland Development Commission  
1120 SW Fifth Ave, Suite 1100  
Portland, Oregon 97204  
An Equal Opportunity Employer

**CONSTRUCTION MANAGEMENT COORDINATOR**

**\$36,492 - \$47,268**  
The Construction Manager shall be the "owners' representative", and will represent PDC in the preparation, administration, execution and closeout of construction projects. The Coordinator will manage the designer and construction contractor during the preparation of final construction documents, bidding/negotiation and construction phases of PDC contracted projects. Experience in civil engineering, architecture, construction management or building construction essential. BS/BA degree required.  
Position closes January 4, 1991. For a complete job description and application packet, please call 823-3463 or contact:  
The Portland Development Commission  
1120 SW Fifth Ave, Suite 1100  
Portland, Oregon 97204  
An Equal Opportunity Employer

**COUNSELING TEMPORARY POSITION**

**C-II Entry Level Alpha House**  
**Starting salary \$1109-\$1300 mo.**  
CODA Inc seeks temporary C-II for Alpha House Adult Residential Treatment Facility to diagnosis & treat caseload of 3-4 clients, monitor and document client behavior, maintain client records, perform standard C-II duties as requested. Typical work week is Tues-Sat 4pm-midnight. This position is created pursuant to a current employees military mobilization. Anticipated duration is 90 days. To qualify: An associates degree in health services or related discipline or certification as chemical dependency counselor (CCDC) and at least 1 year supervised human services experience are required. Residential treatment experience is 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.

**ACCOUNTING**

**McCaw Cellular Communications, Inc. Cellular One ACCOUNTS PAYABLE CLERK**

McCAW CELLULAR COMMUNICATIONS, INC., the nation's premier cellular telephone company, is seeking an experienced Accounts Payable professional. This accounting professional must be a detail-oriented proven team player who takes pride in the consistent high quality of their work performance. Willingness and talent to work productively in a 'sometimes' time-pressured environment an absolute must!

**REQUIREMENTS:**  
\*Minimum two-year's experience operating computerized A/P system.  
\*Lotus experience preferred.  
\*Independent work approach and proven ability to produce accurate completions with minimum supervision.  
\*Organizational communications, time management and "people" skills are necessary.  
\*Flexibility essential.  
This position offers opportunity for a well-organized arithmetic athlete who runs a quick ten-key to commence a rewarding career in one of the fastest growing industries in the nation.  
Your resume should be sent to:  
CELLULAR ONE  
Human Resources  
Accounts Payable Clerk  
409 SW 9th  
Portland, OR 97205-3208  
All replies in confidence  
An equal opportunity employer.

**EXECUTIVE DIRECTOR HOUSING AUTHORITY OF PORTLAND, OR**

The Housing Authority of Portland, Oregon, with 180 employees, \$34 million annual budget, serving 8,000 households, seeks and Executive Director. Agency administers owned and subsidized units and Section 8 certificates. College degree, preferably in business management experience. Requires a record of leadership and success in developing innovative programs in public or private housing administration, development financing, tenant relations, community relations, and general management. Must show success in developing creative coalitions with city/county/state housing and human services agencies. Salary: \$55,000 to \$71,000. Send resume to: Paul Millius, Director, Murphy, Symonds and Stowell Search, PO Box 2429, Lake Oswego, Oregon, 97035-0098. (503) 624-7888; FAX (503) 624-7889.

**MAINTENANCE WORKER 3**

Oregon's second largest school district is currently recruiting a qualified individual to serve as a lead-worker in the general maintenance of district structures. Duties may include: developing and implementing a planned maintenance program in general building maintenance; preparing estimates for projects; assisting in the development of the annual budget of materials and labor; inspecting completed work to assure compliance with desired standards and scheduling; and coordinating work projects. Must have knowledge of applicable codes, policies, and/or laws governing work procedures and practices in assigned trade. Applicants must have demonstrated experience as a lead-worker; experience in developing job specifications; and experience in coordinating the work of sub-contractors on the job site. A general knowledge of construction techniques as well as knowledge of doors, windows, framing and glazing is required. Journey level carpentry skill are also required. SALARY \$2130-\$2720/month.

Interested applicants must complete district application form. Applications will be accepted through January 4, 1991. district will pick up employee's contribution to Public Employees Retirement System. Applications and completed job descriptions available from Salem-Keizer Public Schools. Personnel Services, 1309 Ferry St. SE, Salem, OR 97301, (503) 399-3063. AN EQUAL OPPORTUNITY EMPLOYER.

**TCI Cablevision of Oregon, Inc.**

TCI CABLEVISION OF OREGON, INC., an Equal Opportunity Employer, currently has an opening for the following position:

**CONSTRUCTION PERSON DRUG TEST REQUIRED OF FINAL APPLICANT!**

Qualifications: work with overhead & underground construction. good driving record, & ability to operate underground equipment. DRUG TEST & PHYSICAL EXAM REQUIRED OF FINAL APPLICANT. Applications accepted Until: Filled  
Interested parties may submit applications/resumes by mail to:  
TCI Cablevision of Oregon, Inc., 3500 SW Bond, Portland OR 97201, Attn: John Marcum

**SYSTEM SUPERVISOR**

Oregon State University, Corvallis, Physical Plant Department needs someone with two years experience plus degree in computer science or four years experience providing technical support, diagnostic help, and operating instructions to users of microcomputers. Preference for experience using a Novell Network. Contact OSU Department of Human Resources for application at (503) 737-3101. Completed applications must be received by December 31, 1990. OSU is an AA/EEO employer and complies with Section 504 of the Rehabilitation Act of 1973.

**UTILITY WORKER I**

**Oregon Convention Center \$7.55/hour. Full time union**  
We're looking for a reliable, responsible individual to perform cleaning and set-up tasks at Oregon Convention Center.

One year experience in a similar custodial position. You must be able to tolerate inclement weather. You must be physically able to perform moderately heavy labor. You must be able to work as a team member and on your own. You must be able to stay personally clean and presentable while doing dirty work.  
This position open to residents of our First Opportunity Target Area only. Boundaries are the Banfield Freeway on the South, NE 42nd on the East, N Chautauqua including Columbia Villa on the West and N Columbia Bv. on the North. APPLY IN PERSON. December 15, 28, 8:00 am-5:00 pm, Memorial Coliseum Personnel Office, 1401 N. Wheeler. Call our JobLine, 230-6711 for other job information.  
An Equal Opportunity/Affirmative Action Employer

**WORK AT HOME**

Earn \$2000/mo in spare time, processing mail at home, now exp. send stamped envelope to: Box 4914, Lancaster, CA 93539.

**OCEANOGRAPHY OREGON STATE UNIVERSITY**

Research Assistant, Marine Resource Management. Fixed term half-time (may increase to full time) to help administer Marine resource Mgt. Grad. Program in OSU Coll. of Oceanography. Salary \$27,000 (full time). MS in nat. resource mgt. field with marine or coastal emphasis. IBM PC computer skills required. Administrative experience helpful. Applications must be received by Dec. 31. Apply: J.J. Gonor, College of Oceanography, Oregon State University, Oceanography Admin Bldg. 104, Corvallis, OR 97331-5503. Oregon State University is an AA/EO employer and has a policy of being responsive to the needs of dual-career couples.

**LABOR NORTHWEST NATURAL GAS COMPANY**

A basic interest in automotive services, including general mechanical skills/apprentice will be preferred for the entry-level position of garage attendant at a variety of garage locations in the Portland area.  
A valid Ore/Wash driver's license with an excellent driving history is required. Ability to perform physically demanding functions in the servicing of vehicles is required in this shiftwork position.  
A full benefit package is included in this full-time position that has a starting salary of \$11.63/hr.  
If you are interested, please send/FAX your resume identifying this specific job by December 21, 1990:

Northwest Natural Gas  
P.O. Box 3410  
Portland, Oregon 97208-3410  
FAX: 721-2506  
An Equal Opportunity Employer  
JOB INFORMATION LINE  
503/220-2434

**SALES NORTHWEST NATURAL GAS COMPANY**

Are you looking for a part-time job in a dynamic, fast-paced marketing environment? We have an immediate sales staff opening in our Appliance Center located at 2610 S.E. 8th. A strong customer-oriented attitude with an aptitude/interest in appliances/equipment will be essential. Prior customer service/contact background is preferred.  
Flexibility is the key to this position that will work 30 hrs/week on the average. Saturday work will be required.  
Starting salary is \$5.00/hr plus commission; including fringe benefits. Only those selected to be interviewed will be contacted.  
Please direct a resume/data sheet identifying skills, applicable background and your interest in this position by December 21, 1990:

Northwest Natural Gas  
P.O. Box 3410  
Portland, Oregon 97208-3410  
FAX: 721-2506  
An Equal Opportunity Employer  
JOB INFORMATION LINE  
503/220-2434

**Innovation Through Diversity**  
The innovative spirit at SAFECO is built on the idea that involvement in several arenas not only expands our options—it expands yours. This philosophy is as true in our product and service offerings as it is in our approach to rewarding every employee. As one of America's largest diversified financial corporations, we offer excellent salaries and an innovative benefits package.  
Our commitment to innovation and diversity is also reflected in the unique blend of cultures and customs in our people. By taking an active role in equal opportunity efforts, we can more readily meet the needs of an increasingly complex marketplace. To that end, we particularly invite minority, senior, and disabled applicants to explore employment opportunities in areas such as claims, underwriting, and clerical support.  
In return for your efforts, you can expect a very competitive starting salary, an excellent benefits package, and salary increases based on performance. Please forward your resume to SAFECO Insurance Companies, Attn: Personnel, 4101 S.W. Kruse Way, Lake Oswego, OR 97035.

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**COUNSELING Residential On-Call Back-Up Worker \$6 Per hour**

CODA Inc seeks on call back up workers to provide sole facility and client supervision at CODA residential treatment facilities. AA degree and experience with residential drug or alcohol clients required. Variable shifts. 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.

**COUNSELOR**

Alcohol & Drug certified counselor to work 37.5 hours per week serving minority clients in an outpatient treatment program located in northeast Portland. Send resume by 12/26/90 to:  
C.C.M.H.  
6329 N.E. M. King Jr. Blvd.  
Portland, OR 97211  
ATTN: Personnel

**GROCERY MEAT PRODUCT MANAGER**

West Coast Grocery Company is accepting resumes from candidates qualified for the position of Meat Product Manager.  
Applicants must be highly skilled in meat merchandising and meat/deli product advertising. Business/Marketing degree desirable. Retail meat market experience and meat buying expertise necessary. Supervisory experience, problem solving and organizational skills required. Must have experience in making decisions, be highly skilled in negotiation techniques, quick with paper work and figures, and have excellent communication skills.  
Salary Range: \$38,500-\$48,000 commensurate with expertise, skills and ability; medical, dental, bonus plan and profit sharing available. Send resume with career references to:  
West Coast Grocery Company  
P.O. Box 12909  
Salem, OR 97309  
Or complete an application on the second floor at:  
3601 State Street, Salem, OR  
Equal Opportunity Employer Male/Female/Handicapped