

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

General Manager

The Salem Area Mass Transit District invites applications for the position of General manager. SAMTD operates a fleet of 50 buses and employs 115 people. The adopted FY 1990-91 annual budget is \$13,541,128. This position would report to a 7-member elected Board of Directors. Responsibilities include overall planning, organizing and directing of all services of the District, including staff support to the Board; general administrative, personnel and fiscal functions; management of operations and maintenance. Qualifications: BA/Bs (Masters preferred) in Business/Public Administration or a related field; 5 years transit management experience; and comprehensive knowledge of management practices involved in operating a public agency. Send letter of application, complete resume and salary history to: Personnel Manager, Salem Area Mass Transit District, 3140 Del Webb Ave., N.E., Salem, Oregon 97303. Closing date: 5:00 p.m. March 8, 1991. Minimum starting salary in excess of \$50,000. An Equal Opportunity Employer.

Secretary

Become a member of the PDC team as secretary to our Director of Economic Development. We are in need of a self-starter who wants a challenge in a highly professional environment. This is a responsible secretarial position performing a variety of duties requiring considerable discretion, judgement and public contact. Calendar/scheduling and proofreading skills essential. Proficiency in WordPerfect required. We offer a starting salary of \$19,428 and excellent benefits. Closing date: February 22, 1991. PLEASE, NO PHONE CALLS. APPLICANTS MUST APPLY IN PERSON TO:

Portland Development Commission
1120 SW Fifth, Suite 1100
Portland, Oregon 97204

An Affirmative Action/Equal Opportunity Employer

Financial Administrator

Position - creative financial administrator, use existing and prepare new reports on MIS related mainly to financial matters (e.g., budget, expenditures, financial forecast) including practice plan and administrative issues of School of Medicine. Qualifications - college deg. or equiv., use PC (IBM type) network (Starlan) and administrative network, data base development experience, communication skills, min 5 years relevant exper. Recruiting will continue until position is filled. Equal Oppor./Affirm. Action employer. Send Resume, current salary and names of 3 references to: Assoc. Dean Backlar, School of Medicine, Oregon Health Sciences University, Portland, OR 97201-3098. (Phone responses will not be acceptable).

Legal/Secretary

Multnomah Defenders, Inc., a private, non-profit public defender firm is searching for a Legal Secretary. Salary: \$18,682.00. Benefits: Full Medical/Dental/Vision, Life Insurance. Job Legal Correspondence, Appointment Scheduling, Reception relief. Qualifications: 1+ years computer experience, 85+ wpm typing speed, excellent transcription experience, excellent grammar and punctuation skills, legal experience helpful, some reception experience, self-motivated, organized, high volume fast paced worker, work shows high degree of accuracy and an understanding of the needs of indigent clients.

Apply: Multnomah Defenders, Inc.
522 S.W. Fifth Avenue, Suite 1500
Portland, Oregon 97204-2116
(503) 226-3083

Must complete company application form. Resumes will not be accepted in lieu of completed application form. Deadline: February 11, 1991 at 5:00 p.m. Equal Opportunity Employer

Warehouse

Private non profit seeks energetic person to assist with warehousing and distribution. Assist with supervision, inventory & custodial tasks. Must be able to lift 50 lbs. 20 hrs/week, MWF. \$5.50-6.25/hr. Apply at Child's Path, 3724 N. Williams, Ptd. 97227 by 2/14. Equal Opportunity Employer.

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.



Public Information Representative Publication Specialist

\$1942 - \$2575

The Oregon Department of Forestry currently has an opening in Salem for a Public Information Representative, Publication Specialist. This announcement is to fill the current vacancy. Submit an application now if you wish to be considered for this job classification. The Publication Specialist is responsible for writing, designing, and producing a variety of publications and brochures about department programs and activities, and other special publications projects, including editing the department's bi-monthly magazine, the Forest Log. Qualifications are: three years experience in gathering information, writing/producing materials, and presenting information to the public, one year of which must have included responsibility of design and production of written materials. A Bachelor's degree in Journalism, communication or a closely related field may substitute for up to two years of the general experience. Preference will be given to applicants with Macintosh desk-top publishing experience.

Announcement closes February 21, 1991. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

Electrical Inspector

City of Eugene

Salary: \$2097 - 2830/mo.

Performs electrical inspection and electrical plan review on all classes of construction. May also do inspections in one other code specialty (plumbing structural or mechanical) on 1 and 2 family dwellings. Keeps inspection records and will do computer entry. Provides information to the public including project owners, contractors and design professionals. Excellent public relations and communication skills required along with the ability to work as a team member. Demonstrated knowledge of NEC and codes intent required. Applicant should have two years specialized training and three years building construction or electrical inspection work experience. Requires an Oregon "A" level electrical certification & "C" level certification in another code specialty ("C" level may be obtained within 180 days). CLOSING DATE: February 22, 1991. Obtain application at City of Eugene, Human Resource Services, 777 Pearl St., Rm. 101, Eugene, OR 97401. (503) 687-5061. AA/EOE.

Materials Manager

International Medical Equipment Manufacturing Firm has immediate opening for materials manager with minimum 4 yrs experience in management and 7 years experience in purchasing, planning, BA/BS or equivalent. Knowledge of JIT/TQC and offshore purchasing a strong plus; CPM or CPIM desirable. Stimulating working environment with competitive compensation package.

If you are a professional purchasing expert in search of a new challenge, send resume and salary requirements to:

Althin CD Medical, Inc.
Drake Wilcock Division
Attn: S. Firman
13520 SE Pheasant Ct
Portland, OR 97222

Pre-employment substance abuse testing and a physical exam are required. Smoke-free work environment. Dedicated to the principles of Equal Opportunity

SOUTHERN OREGON STATE COLLEGE is looking for an Assistant Registrar. Twelve-month position. Salary range \$25,000-\$27,600. Bachelor's Degree required, Masters preferred. Recent relevant experience (Registrar/academic records/student systems) required in higher education working with a relational database management system preferable Oracle RDMS. Must know DBase III+. Excellent human relations skill and written/oral communication skills necessary. Letter of application must be postmarked no later than March 15, 1991 and should be addressed to:

Allen H. Blaszk
Chair of Assistant Registrar Search Committee
Southern Oregon
State College
Ashland, OR 97520-5032 (503) 552-6411
Equal Opportunity/Affirmative Action Employer

Data Manager

\$3,373-\$4,041/mo.

Five year's combined experience in strategic planning, utility industry business functions, information resource management, or utility industry consulting in management information system, including two years of project management work. Bachelor's Degree in Engineering, Management Information Systems (or related field), or Business Administration. For information, contact the Human Resources Dept., EWEB, 500 4th Avenue/P.O. Box 10148, Eugene, OR 97440 or (503) 484-2411 ext. 3012. Position closes Monday February 11, 1991 - 5:00 p.m. EQUAL OPPORTUNITY EMPLOYER

Clerical

Private non-profit seeks energetic, reliable person for office duties. Greet visitors, type 45 wmp, answer phones, maintain files, compile reports, volunteer supervision. Good writing and math skills. 25 hrs/week, M thru F. \$5.50-\$6.25/hr. Cover letter & resume to Oregon Food Bank, 2540 NE Riverside Way, Prid 97211 by 2/14. Equal Opportunity Employer.

Radio Sales Rep

Strong organizational skills. Reliable transportation. Previous sales experience desirable. Send resume to: KGON Radio, 4614 SW Kelly, Portland, Or 97201. An Equal Opportunity Employer.

Alcohol & Drug Specialist

For senior citizen peer counseling program. Requires abilities, skills &/or demonstrated experience in curriculum development, development & co-facilitation of alcohol & drug support groups, & experience working with a multidisciplinary team, education & experience required in alcohol & drug counseling, expert in working with older adults highly desirable. Half time position. Request application & position information from Ecumenical Industries of Oregon 0245 SW Bancroft, Ste B, Portland, OR 97201. 221-1054. Please do not send resumes. Position may close any time after 2/10/91

Programmer Analyst

City of Eugene

Responsible for programming on IBM MVS system in COBOL, Assembler, AC/IDEAL; accessing VSAM, ISAM, CA/Datacom relational database files. Requires two years progressively more responsible experience in computer programming and the equivalent of a bachelor's degree from an accredited college or university with major course work in data processing, computer science or related field. This position will be 20 - 40 hrs. per week to start, full-time beginning July 1, 1991. The half-time salary is \$1176 - 1497/mo; July 1 the salary will be \$2352 - 2994/mo. CLOSING DATE: February 22, 1991. Apply at City of Eugene, Human Resource & Risk Services, Rm. 101, 777 Pearl St., Eugene, OR 97401. (503) 687-5061. AA/EOE

Director Vunteer Services

OHSU Hospital seeks qualified applicants for Director of vunteers. Relevant experience, successful implementation of innovative projects, interpersonal skills, ability to work in academic medical center paramount. Resumes to:

Hospital Administration, 3181 SW Sam Jackson MBS, Portland, OR 97201-3098. Position closes February 10, 1991. OHSU is an EEO/AEE

Geographic Information System Technician

Georgia-Pacific Corp. has an opening for a GIS technician to provide operation support for a regional geographic information system. Duties to include database entry and editing for maps and attribute files; oversee plotter production and maintenance; receive and process information requests; provide system technical support for off-site users; participate in analysis projects. Requires bachelors degree in forestry or related natural resources field. Ideal candidate will have forestry related computer applications to include GIS or automated mapping. Relational database usage desirable. Must have strong quantitative and analytic background along with clear concise written and verbal communication skills. Please send resume along with salary history by 2/20/91 to:

Georgia-Pacific Corporation
Attn: Ann Ashton
900 S.W. Fifth Avenue
Portland, OR 97204
Equal Opportunity Employer

MANUFACTURING

UTILITIES SHIFT SUPERVISOR

The James River Corporation, Wauna Mill, is looking for a Shift Supervisor for its Utilities Plant (steam and power). Responsibilities include supervising 7-10 people in the operation and maintenance of Mill water supply systems, effluent treatment systems, steam power system and Kraft recovery plant. The supervisors are responsible for the recovery of all such systems in compliance with all environmental permits/requirements. The selected individual will also coordinate with maintenance departments to get needed work done while minimizing production disruption. The successful candidate must have an understanding of power and Kraft recovery boiler operations and previous supervisory experience. A commitment to employee involvement, creativity, a willingness to take risks, the ability to analyze ambiguous problems and the motivation to train and develop employees are also required. A BS in Engineering is highly desirable. The Wauna Mill is located on Oregon Highway 30 midway between Longview and Astoria. Send your resume to Shelley Prouty, Wauna Mill, Clatskanie, OR 97016. Equal opportunity employer.

James River Corporation

INSURANCE

REGIONAL CLAIMS MANAGER SALEM, OREGON

Viking Insurance Company, an aggressive leader in the non-standard insurance market, is seeking an individual with exceptional leadership skills to manage our regional claims program.

The Claim Manager organizes and directs the activities of the Regional Claim Department and its staff of sixty professional and support members to provide prompt quality customer service while maximizing the department's contribution toward Company and REgion goals of profit and growth. The manager is accountable for the overall quality, efficiency, and claim service in accordance with Company Policy, practices and procedures. Candidates must have a minimum of six to eight years of claim experience. The successful candidate will have two or more years of management experience and the ability to motivate, train and lead an energetic staff. A college degree or equivalent is preferred.

We offer a competitive salary and benefit program including a 401K plan. Please send cover letter with your resume to:

Human Resources Manager
VIKING INSURANCE CO.
P.O. Box 7375
Salem, OR 97303
Equal Opportunity Employer

MENTAL HEALTH

Opportunities With Community Psychiatric Clinic

CPC is a rapidly growing Mental Health Center. We provide services to psychiatrically disabled children & adults and their families through a variety of nationally recognized tx progs. located throughout Seattle. We are committed to a culturally and emnically diverse workplace. Competitive salary & benefit pkg.

MENTAL HEALTH NURSES

Full-time & part-time positions in expanding mental health agency serving north central King Co. WA (Seattle). Opportunities to work w/multi-disciplinary teams in community support, crisis intervention, residential programs, providing assessments, medication evals and case mgmt. positions avail for licensed RNs & Amps w/prescriptive authority and exp. working w/disabled mentally ill adults.

PSYCHIATRIST

Full-time & part-time positions available in expanding community mental health agency serving north central King Co., WA (Seattle). Opportunities to work w/multi-disciplinary teams providing community support, crisis intervention & psychosocial rehab. Min req. WA State license, exp. working w/disabled mentally ill adults.

CHILD & FAMILY PROGRAM MANAGER

F/T position responsible for program which provides outpatient and day tx services for S.E.D. children & their families. Includes clinical, administrative, consultation & education activities. Previous exp. working with children, youth & families in a variety of settings is preferred. Salary: \$27,437 - 33,215. Min. Req.: Master's degree & supervisory exp., must qualify as child M.H. Specialist.

CRISIS WORKER - CIS (Wallingford area)

Crisis walk-in & outreach prog. for mentally ill adults. Day, eve, & wk-end hrs. Salary \$21,500 - 27,500. BA, exp. in acute care. Exp. working with chem. abuser pref.

MICA CASE MANAGER - (Wallingford)

Day tx case mgr, member of a team providing case mgmt, groups, socialization & skill development for mentally ill substance abusing adults. min req: BA. Pref. exp. working w/both mentally ill & substance abusing pop. Salary: \$21,500 - 27,500.

CASE MANAGERS - CASE MGMT TEAM (north Seattle)

Case mgr & supervisor positions (10) available on new case mgmt team being developed in north King County. This multi-disciplinary team will provide assessment service planning, case mgmt, crisis intervention & support to mentally ill adults. Min. req for case mgr positions: AA + 3 yrs. relevant exp. (\$21,500 - 27,500). Supervisor positions: MHP qualified & supv. exp. (\$25,500 - 31,500). Prior exp. working w/mentally ill persons w/special needs is highly desired.

RELIEF COOK

Saturday - Monday, 10 hours per day. Some institutional cooking exp. or completed institutional coursework. Position is unique in downtown residential tx center for the homeless mentally ill.

CRISIS BED CLINICIAN - 3 POSITIONS

Unique opportunity to be involved in the start-up of an 8-bed crisis respite program that will serve the Seattle area. Will include start-up of small 3-bed facility and service to some scatter site beds. Prefer combination of residential and crisis intervention exp. Must have BA + exp. w/mentally ill adults, or AA + 5 yrs. exp. Salary: \$21,500 - 27,500.

MAINTENANCE/REPAIR

Full-time maintenance person needed for a fast-growing, non-profit mental health agency. \$8.75/hr plus excellent benefit pkg. carpentry/electrical/plumbing/vehicle exp. desired. Send resumes w/references to: CPC, 401 Second Ave.W., Suite 400, Seattle, Wash. 98119. EOE.

Janitor

Event Custodian

Starting Salary: \$7.63/hour Part time

We're looking for a presentable, reliable person to be responsible for pre-event cleaning, event preparation, maintenance and follow-up and event duties at the Portland Center for the Performing Arts. Cleans restrooms, floors. Performs change-over operations between events.

One year experience in a cleaning or janitorial capacity. Ability to read and follow written and oral instructions. Ability to work independently, with little supervision. Able to work any shift any day. Valid driver's license.

Open to residents of First Opportunity Target Area only, February 5-18. Boundaries of Target Area area: Banfield Freeway, South; NE 42nd Ave., N. Columbia Bv., North; N. Chautauqua including Columbia Villa, West. Apply in person at Offices of Memorial Coliseum, 1401 N. Wheeler, 9:00 a.m.-5:00 p.m.

Secretary

Portland Center for the Performing Arts

Starting Salary: \$8.69/hour. Full time.

We're looking for a well-organized person with good clerical and secretarial skills to support the administrative staff of the Portland Center for the Performing Arts. Includes word processing, typing, telephones, etc.

High School Diploma or GED. Two years secretarial, also reception and public contact experience. 60 wpm. Ten key. Philips or WordPerfect 5.0 word processing. Open to residents of First Opportunity Target Area only. February 5-18: Boundaries are Banfield Freeway, South; NE 42nd Ave., East; N. Columbia Bv., North; N. Chautauqua including Columbia Villa, West. For other job information call JobLine 230-6711.

Apply in person at offices of Memorial Coliseum, 1401 N. Wheeler.

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

Bigger is better.

Our revised classified section gives your advertisement more space...and, consequently, it receives more attention. For information on how to place an ad with the Portland Observer, call us at (503) 288-0033, or write to us at 4747 N.E. Martin Luther King, Jr. Blvd., 97211--or P.O. Box 3137, Portland, 97208. Our fax number is (503) 288-0015.