

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

ASSOCIATE MANAGEMENT ANALYST

\$28,431 - \$39,978

METRO is recruiting for an Associate Management Analyst in the Finance and Management Information Department. Duties include: analysis and tracking bond flow of funds; ensuring compliance with bonding requirements (covenants); monitoring investment income for federal rebate requirement issues; and calculation of federal rebate. Duties also include assistance in preparation, publication, and distribution of agency budget, assistance in financial management of certain agency programs, and assisting departments in tracking financial performance. Education/Experience equivalent to a bachelor degree in Finance, Business Administration or related field plus two years experience including financial analysis, municipal bonds, budget development and analysis, and quantitative computer skills. Applications and supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Avenue
Portland, OR 97201
Resumes not accepted
AA/EEO Employer

METRO

PROGRAM ASSISTANT I

(Print Shop/Mail Room/Courier)

\$7.98 - \$11.24

METRO is recruiting for a Program Assistant to be responsible for binding documents using a stitcher, padder, hydraulic cutter and a folding machine; periodically operating Kodak 300 copier; filling satellite copier stations; and organizing shipments of Print Shop paper when received. Work in this area will be performed at a variety of equipment and sorting tables requiring the person to stand or use a 30 inch stool. In addition, this position will sort and file incoming mail, prepare agency mail for U.S. Postal Service and UPS pick-ups and deliveries and pick up and deliver mail and packages for each Metro site. Education/Experience equivalent to High School diploma or GED plus one year experience working in a copy center/mail room environment. Position closes 5:00 p.m., May 29, 1991. Applications and supplemental requirements available at:

Metro Personnel Office
2000 SW First Avenue
Portland, Oregon 97201
Resumes not accepted
AA/EEO Employer

METRO

TCI Cablevision of Oregon, Inc.

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

CONSTRUCTION DRUG TEST REQUIRED OF FINAL APPLICANT

Qualifications: High school or recognized equivalent. Valid Oregon driver's license & good record. Able to drive vehicle with trailer. Good attitude. Prefer 1-3 years cable experience.

Applications Accepted Until: 5/29/91

Interested parties may submit applications/resumes by mail to:

TCI CABLEVISION OF OREGON, INC.
3500 SW Bond Street
Portland OR 97201
Attn: John Marcum

MANAGEMENT ANALYST SUPERVISOR

\$34,528 - \$50,357

METRO is recruiting for a Management Analyst Supervisor in the Finance and Management Information Department. This position is responsible for providing guidance and oversight to investment management, debt and credit management, budget development, coordination and other financial planning assignments. Provides financial consulting on department projects. Performs lead role in bond financing, provides assistance in developing department long-term financial plans, proves financial planning support to Charter Committee and on related projects, provides bond rating agency liaison. Supervises Financial Planning staff of 4 professionals. Education/Experience equivalent to a bachelors degree in Finance, Business Administration or related field, plus minimum of four years experience including investment management, debt management, credit management, budget development and financial analysis. Application and supplemental requirements available at:

Metro Personnel Office
2000 SW First Avenue
Portland, OR 97201
Resumes not accepted
AA/EEO Employer

METRO

ADMINISTRATIVE SECRETARY

\$9.24 - \$13.00

METRO is recruiting for an Administrative Secretary to be responsible for performing clerical and administrative support functions under the supervision of the Risk Manager. Duties will include developing office procedures and assisting with administrative tasks involving claims processing and tracking, budget and reserve monitoring and tracking, and monthly reporting; composing and typing letters and reports of a confidential nature from brief instruction or notes; scheduling appointments and meetings, develops and maintains filing systems for division and inputs and maintains claims information on computer data base. Education/Experience equivalent to a high school diploma or GED and three years of secretarial experience. Position closes on May 28, 1991. Applications and supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Ave.
Portland, OR 97201
Resumes not accepted
AA/EEO Employer

METRO

PSYCHIATRIC NURSE

Opening for a psychiatric nurse to work in a progressive mental health clinic with the chronic mentally ill population. Hours are 8:30 - 5:00 pm 3 days a week. Excellent salary & benefits. Work in an interdisciplinary setting with a variety of programs including geriatric, CMI, crisis and outreach. Minimum qualifications: Current Oregon RN license, BSN, or diploma with 2 years psychiatric experience.

Send resume to:
Rodney R. Harry
Personnel Officer
N/NE Community
Mental Health, Inc.
4950 N.E. MLK Jr. Blvd.
Portland, OR 97211
Closing May 24, 1991
EOE

ASSISTANT MANAGEMENT ANALYST

\$25,750 - \$36,233

METRO is recruiting for an Assistant Management Analyst in the Accounting Department to be responsible for performing monthly operating account, payroll account and trust accounts bank reconciliations on a monthly basis. (Usually consuming in excess of 120 hours per month.) In addition, this position is responsible for running grant billing reports and monthly financial reports for Metro's operating departments, assisting in the maintenance of the fixed asset system, tagging of assets, review of accounting documentation, and various reconciliation and special projects as assigned. Education / Experience equivalent to a bachelor's degree in Accounting from accredited college or university and a minimum of one year of relevant work experience. Applications and supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Avenue
Portland, OR 97201
Resumes not accepted
AA/EEO Employer

METRO

DATA PROCESSING PROGRAMMER

\$27,040 - \$38,043

Metro is recruiting for a Data Processing Programmer to be responsible for designing, coding, testing, installing and maintaining application systems in a wide variety of computing and business environments. In addition, this position is responsible for maintaining application programs to expand the utilization of the existing hardware and software. Education/Experience equivalent to a bachelors degree in Computer Science plus two more years of programming experience in a UNISYS environment. Ability to write programs in COBOL using DMSII. This position closes at 5:00 p.m., June 3, 1991. Applications and supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Avenue
Portland, Oregon 97201
Resumes not accepted
AA/EEO Employer

METRO

SENIOR ASSISTANT COUNSEL

(Office of General Counsel)
\$38,064 - \$55,515

Metro's Office of General Counsel is recruiting for a Senior Assistant Counsel. The successful applicant will enjoy working for a fast-paced, lean, public agency involved in innovative transactions. Consider being involved in Urban Growth Management, Convention Centers and Sports Arena's, the Metro Washington Park Zoo, and Solid Waste Reduction law. Construction, litigation or Municipal Law background preferred but not required. Recruitment closes 5:00 p.m., Friday, June 14, 1991. Applications and supplemental requirements available at:

Metro Personnel Office
2000 SW First Avenue
Portland, Oregon 97201
(503) 221-1646
Resumes not accepted
AA/EEO Employer

METRO

ASSISTANT MANAGEMENT ANALYST

\$25,750 - \$36,233

METRO is recruiting for an Assistant Management Analyst in the Accounting Department to be responsible for performing monthly operating account, payroll account and trust accounts bank reconciliations on a monthly basis. (Usually consuming in excess of 120 hours per month.) In addition, this position is responsible for running grant billing reports and monthly financial reports for Metro's operating departments, assisting in the maintenance of the fixed asset system, tagging of assets, review of accounting documentation, and various reconciliation and special projects as assigned. Education / Experience equivalent to a bachelor's degree in Accounting from accredited college or university and a minimum of one year of relevant work experience. Applications and supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Avenue
Portland OR 97201
Resumes not accepted
AA/EEO Employer

METRO

RESIDENT INITIATIVES COORDINATOR VANCOUVER HOUSING AUTHORITY

Professional position responsible for developing and implementing a comprehensive strategy for acquiring resources and implementing programs to assist low income tenants achieve the skills necessary for self sufficiency. Major responsibilities include reading and interpreting federal funding availability notices, identifying private grant sources, developing grant applications, conducting needs assessment and designing and implementing self-sufficiency programs. Requires strong interpersonal skills, experience working with multi-ethnic clients, excellent written and oral communication skills. Applicants should have knowledge of human service agencies, a degree in one of the social sciences and experience working with low income clients. Position is currently funded for two years. \$2,084 per month. Excellent benefits. Application materials are available at the VHA, 500 Omaha Way, Vancouver, WA 98661 or by calling (206) 694-2501. Completed applications must be received by 5:00 p.m. Friday, May 31, 1991.

EQUAL OPPORTUNITY EMPLOYER

TEACHER

Teacher - Special Education Multihandicapped Program 1991-92 School Year

To provide direct instruction to students.

Qualifications:

Valid Oregon Teaching Certificate with a Handicapped Learners or Severely Handicapped Learner Endorsement.

If assigned to a classroom requiring lifting, must be able to lift from up to 60 lbs.

Exact lifting requirement will vary based upon classroom assignment and particular year according to handicapped population.

Call 257-1510 (24 hr job information) for salary & closing dates. Required MESD employment applications can be obtained in person at MESD's Recruitment Office at 11611 NE Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday.

To receive application materials by mail, please send a self-addressed, stamped envelope indicating position of interest to Multnomah Education Service District, Attn. Recruitment Office, P O Box 301039, Portland, Oregon 97220-1039.

An Equal Opportunity Employer & Drug Free Work Place.

CASCADE AIDS PROJECT HIV EDUCATION AND RESOURCES CENTER EMPLOYMENT OPPORTUNITIES

HIV Outreach Specialist: Develop, organize and implement risk reduction, relapse prevention and wellness activities for gay and bisexual men. Evaluate program effectiveness; recruit, train and supervise program volunteers and network with other agencies working with similar populations. Health education/wellness program development; volunteer experience; media development; and HIV and gay/bisexual issues knowledge preferred. Full time, \$18,000, plus benefits; or two half-time or job share positions with negotiable benefits will also be considered.

Hotline Manager: Coordinate recruitment and training of volunteers to staff the Oregon AIDS Hotline, a statewide HIV-related information and referral service. HIV knowledge, volunteer supervision and training background preferred. Full time, \$18,000-21,000, plus benefits.

Program Assistant: Assist Department Coordinator in all areas of program planning and implementation, including clerical and administrative support. Oversee production of "HIV Self-Care Manual." Proven written communication and editing skills, project coordination experience. Word Perfect 5.0 expertise and HIV knowledge preferred. Full time, \$16,750, plus benefits.

All three positions require the ability to work a flexible schedule (some evenings/weekends). For complete job descriptions, call CAP at 223-5907 (V/TDD). To apply: send a letter of interest and current resume, by 5:00pm on June 7, to:

Mimi Luther
Cascade AIDS Project
408 SW 2nd, Suite 414
Portland, Oregon 97204

CAP is an equal opportunity employer. Minorities, women and people with disabilities encouraged to apply.

NURSE MEDICAL REVIEW SPECIALIST II SALEM

SAIF Corporation, a fast-paced workers' compensation insurer with an aggressive style is seeking a talented person who thrives on change and challenge.

The person in this position: reviews, analyzes and audits complex outpatient surgical procedures, inpatient hospital billings and surgical professional fees: invasive and non-invasive cardiovascular pulmonary and other vascular procedures and neuropsychiatric and psychiatric services and billings; reviews and monitors pain center, rehabilitation, work hardening and/or specialized program billings; determines appropriateness of referrals to physician advisers; maintains and monitors volume, charges and reductions of physician advisor reviews for management reporting.

Candidates must have a Oregon registered Nurse license, three years recent nursing experience and three years of clinical nursing experience. In addition knowledge of CPT, ICD-9 codes and utilization review criteria and excellent communication and customer service skills are required. Must also have strong leadership abilities, excellent time management skills and be decisive, analytical and able to solve problems.

The rewards are many including performance pay and a comprehensive benefits plan. Please refer to AD#OR-115 and send cover letter with application and or resume to:

SAIF Corporation
Personnel Division
P.O. Box 988
Salem, OR 97308-0988
FAX# (503) 373-8628

Or call our message phone (503) 1-373-8047 by May 22, 1991 to receive an applicant packet.

EQUAL OPPORTUNITY EMPLOYER

JOB DEVELOPER/ PLACEMENT SPECIALIST - STEPS TO SUCCESS (2 positions)

Bachelor's degree in business or liberal arts required. Two years experience in employment interviewing, job placement recruitment, development/implementation of job search and related workshops and one year of experience working with disadvantaged minorities and other at risk populations required. Position starts July 1, 1991. Salary: \$21,200 - \$23,200 plus benefits. For the required application packet, call (503) 273-2823. Closing date: May 29, 1991.

As an Affirmative Action/Equal Opportunity Institution, Portland Community College continues to promote staff diversity. Minorities, women

CITY OF WEST LINN OFFICE CLERK (Part Time) Public Works Department

Have you just completed a secretarial science course or do you have one year clerical experience? This may be the part-time position you want! We are looking for a qualified, enthusiastic receptionist with excellent public relations and telephone skills for this part-time Office Clerk position in the Public Works department. Hours are 12 Noon to 5 PM daily. Requires one year Clerical experience or equivalent combination of training and experience; proper use of English grammar, spelling, math; ability to communicate effectively with staff and public. One year typing experience required and ability to perform or learn basic computer data entry and word processing. Salary \$6.74 - \$8.76/hr. **Successful candidate may be required to submit to a pre-employment drug screen.** City of West Linn employment application and letter of interest must be received by June 3, 1991, 4:30 PM, West Linn City Hall, 22825 Willamette Drive, (503) 657-0331. EEO.

NURSE

Seeking a Pediatric Nurse with behavioral/psychiatric experience to work with emotionally disturbed children in community mental health setting; liaison with social service agencies and medical facilities; monitor medication; record and maintain medical reports. Must be able to work with multicultural, multi-ethnic team.

Minimum qualifications: Current Oregon RN license, BSN, or diploma with two years pediatric/psychiatric experience.

Part-time position (2 days a week initially).

Send resume to/or call:
Rodney R. Harry,
Personnel Officer
N/NE Community
Mental Health, Inc.
4950 N.E.,

Martin Luther King Jr. Blvd.
Portland, OR 97211
Phone: 249-0066
Closing May 24, 1991
Minorities Encouraged to Apply
EOE

VISUAL ARTS COORDINATOR

Salary \$29,782; generous benefits. Manage Percent for Art Program, supervise 2 employees. Requires 4 years professional experience with public programs; strong background in the visual arts, design, architecture and public art programs; exp. in public speaking, writing, and in managing group process. Send cover letter, application, resume, and list 3 references. Deadline May 24, 1991. Send to Oregon Arts Commission, 835 Summer Street NE, Salem, OR 97301. AA/EOE.

1985 Sedan DeVille

Fully Loaded Excellent Condition \$5100
Call 775-0864 or 644-4996
See at 8820 S.E. Rural, Portland, 97266.