

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## INSURANCE

## CUSTOMER SERVICE REPRESENTATIVE 1

Blue Cross and Blue Shield is currently accepting applications for full time Customer Service Representatives. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form involving an in-depth knowledge of all aspects of BCBSO. This position involves the ability to work autonomously in a fast-paced environment, and applicants must have demonstrated excellent attendance in previous employment. Other requirements include:

- 1 yr work experience in customer relations (within the last 2 years, preferably insurance-related)
- Practical knowledge of medical/dental terminology
- CRT experience & the ability to type 30wpm
- Good math skills

Blue Cross and Blue Shield of Oregon offers an excellent employee benefit package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #99 at the top of your resume or in your cover letter. Send resume to:

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

## ACCOUNTING

## INTERNAL AUDITOR

Blue Cross and Blue Shield of Oregon, a major health insurance company, is currently seeking an internal auditor for their internal audit department. This position will assist in the planning of all audit engagements, perform financial & operational audits involving all plan operations, and draft audit reports regarding audit findings & recommendations.

Requirements include a Bachelor's degree in Business Administration with an emphasis in accounting & 2 years auditing exper. preferably in public accounting, plus experience in EDP systems & statistics. A CPA or CIA cert. is highly desirable. Position requires strong human relations & communication skills. PC skills would be desired.

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

Blue Cross  
Blue Shield  
Human Resources Dept., 5th Fl.  
100 S.W. Market  
Portland, OR 97201  
TDD #225-6780  
Equal Opportunity Employer

## DATA PROCESSING PROFESSIONALS

### There Are A Million Reasons Why We Speak Your Language

Blue Cross and Blue Shield of Oregon is currently accepting applications for Programmer Analysts. Several large projects and new business efforts will be requiring individuals with experience working in a large scale IBM environment.

Successful candidates will have strong communication, interpersonal and user skills. Positions require 2-5 years experience in performing systems analysis and design, coding, testing and implementation assignments. CICS skills a definite plus.

Candidates must also have experience in the following:

- COBOL
- OS/JCL
- VSAM
- TSO/ISPF

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

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

## PUBLIC

## ADMINISTRATION Housing Authority & Community Services Agency of Lane County (HACSA) Conventional Occupancy Supervisor

(\$2,381.56 - \$3,127.60 mo., DOQ Excellent Benefit Package)

The Housing Authority and Community Services Agency of Lane County, Oregon (HACSA) is seeking a common sense, leader-decision maker to serve as Conventional Occupancy Supervisor in the management team of its Housing Division.

Reporting to the Housing Division Director responsibilities include supervision and training of professional and support staff involved with occupancy and resident services functions as well as coordination and management of these functions within our Agency owned, low-income units (708 Conventional Public Housing, 25 Section 8 New Construction). HACSA is seeking an experienced professional supportive of a housing management philosophy that the relationship between owner and resident is a "partnership" built on a commitment to accepting responsibilities and being good neighbors. Graduation from college or university with a Bachelor degree in public administration, community service or related field plus three years of progressively responsible work in a related field with at least one year as supervisor is required. Relevant experience and training may substitute for up to 2 years of education. Preference will be given to a NAHRO PHM certificate holder.

HACSA applications and job descriptions are available at HACSA Housing Division, 300 W. Fairview, Springfield, OR 97477. Phone 503-687-4090. HACSA is an Equal Opportunity Employer.

## DIRECTOR DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

The State of Oregon is seeking a Director for the Department of Land Conservation and Development to manage its comprehensive statewide land use program. Working in partnership with local government, state and federal units, business and public interest groups, some of the Department's main challenges are to: promote economic development; provide tools needed to deal with rapid growth and retain livability; provide certainty in the development process; protect farm and forest lands; conserve natural resources; reduce litigation and conflicts among land use; promote more affordable housing; reduce costs of public services; coordinate land use programs of state agencies and local governments. Salary range \$46,356-\$65,208.

To receive an announcement packet, contact Susan Bibelheimer, Recruitment and Career Services, Personnel and Labor Relations Division, 155 Cottage Street NE, Salem, OR 97310, (503) 373-7431. Applications must be received no later than 5 p.m., July 1, 1991. Equal Opportunity/Affirmative Action Employer.

State of Oregon

## GEOLOGIST 2

\$2153 - \$2889 MONTHLY

Oregon State Highway Division seeks applicants for positions statewide. There is a current opening in Salem. Responsible to gather and analyze geologic conditions and soils data, and provide recommendations. Requires two years of experience in engineering geology; AND a Bachelor's degree in Geologic Science; OR three more years of experience. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and test responses must be returned by 5:00 p.m. June 7, 1991.

AA/EEO EMPLOYER

## Counseling

## Clinical Supervisor C-V

Starting salary

\$1800-\$2000 mo. + benefits

CODA Inc. seeks clinical supervisor for Alpha House adult residential treatment facility to: administer daily program operations; direct clinical supervision to 5 counselors; coordinate client admissions, diagnoses and treatment services; consult with probation and parole officers; develop policies; train staff and the general public. To qualify: a master's degree in a human services discipline and 2 years supervised human services experience or equivalent required. Advance training/experience in addition, pregnant addict, criminal justice client and residential treatment technique very strongly preferred. Must be capable of administering CPR for 15 minutes continuously.

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.

## JOB ANNOUNCEMENT RECEPTIONIST/CLERICAL ASSISTANT

\$10,500 PER YEAR

The Albina Ministerial Alliance (AMA) organization is seeking an individual with excellent communication skills; experience with multi-line phone systems; general office experience; 50 wpm typing ability with accuracy; word processing Word Perfect 5.0/5.1. High school diploma or GED; one year office and phone experience, strong public contact. For further information apply at 1425 N.E. Dekum 9:30 A.M.- 4:00 P.M. Position closes June 6, 1991 at 4:00 P.M.

## RESIDENTIAL PROGRAMS MANAGER

\$3,157 - \$3,841/mo.

Demonstrated ability in program planning, implementation and personnel management; experience in energy efficient building design and construction, energy analysis, building energy systems, and solar energy conversion technologies. A university degree in architecture, engineering, business, science, or planning and management, plus two years' experience in program management or equivalent combination of education and experience. Valid driver's license required.

For information contact: Eugene Water & Electric Board, 500 E. 4th Ave., P.O. Box 10148, Eugene, OR 97440-2148 ATTN: Human Resources Dept., or (503) 484-2411 ext., 3012. Position closes - Monday June 17, 1991 5:00 p.m.

EQUAL OPPORTUNITY EMPLOYER

## Medical

## Data Coordinator

Starting salary \$1300-\$1500 monthly, plus benefits.

CODA Inc. seeks Data Coordinator to work in clinical support services data section to: collect and track data for statistical reports; prepare, enter and manage data; track clinical information including QA & UR statistics, generate reports, assist in developing information systems, track CPMS reports and records. Shift works 9am-6pm daily. To qualify: high school diploma and 2 years data processing experience required, excel keyboard skills and data system skills required. Attention to detail and ability to work independently essential. 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.

## CITY OF PORTLAND

Storekeeper - to \$2,326/mo  
Recreation Instructor I (Horticultural Specialist/Part-time) - to \$13.39/hr

Telecommunications Coordinator - to \$2,622/mo  
Source Control Manager - to \$56,663/yr

For more info/closing dates call (503) 823-4573 (24 hr job information)

No resumes please.

BUREAU OF PERSONNEL

1220 S.W. 5th Ave., First Fl.

Portland, OR 97204

Apps also available at:

URBAN LEAGUE

10 N Russell

Minorities, females and disabled encouraged to apply.

## REBUILDING KUWAIT

# All Trades

\$75,000 to \$150,000/yr.

Travel and housing provided by employer.

Tax freeze on stay of one year or more.

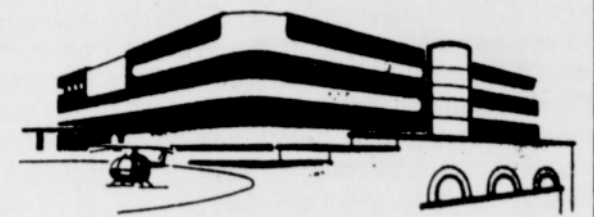
(Subject to IRS rules.)

For details, send \$20.00 to:

B. E. Klecha

P.O. Box 931

Brisbane, CA. 94005



## JOB OPPORTUNITY

Call our 24-Hour JobLine at 280-4727 for a listing of current openings at Emanuel Hospital & Health Center.

EMANUEL HOSPITAL & HEALTH CENTER

A Legacy Member  
Equal Opportunity Employer, MFL

## MARKETING DIRECTOR

Oregon Ballet Theatre seeks Marketing Director. Must be self motivated, good manager with excellent technical skills including ability to work with computers, statistical and financial analysis, large scale printing, telemarketing. Also requires excellent verbal and written communication skills, ability to work with board and volunteers, strong sense of design, ability to direct writers and visual artists. Previous performing arts marketing experience preferred. For interview call 227-0977.

## HIGHWAY MAINTENANCE SPECIALIST

(Forestry Option)  
\$1549 - \$2036

The Oregon Department of Forestry currently has an opening in Tillamook for a Highway Maintenance Specialist. 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 Highway Maintenance Specialist performs forest road maintenance activities involving the use of heavy equipment such as trucks and machinery used in road construction and maintenance. Qualifications are: two years experience operating construction and maintenance machinery to include one or more of the following types: front-end loader, road grader, bulldozer, backhoe, tractor/low-boy, and 10-yard dump truck; AND the ability to secure a Oregon operator's license valid for the equipment to be operated before date of employment. Announcement closes June 11, 1991. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

## TRANSPORTATION PLANNER

\$2619 - \$3512 MONTHLY

Oregon State Highway Division seeks applicants for current openings in Roseburg and Milwaukie. Responsible to provide technical background to carry out land use coordination work and assist in access management efforts. If you have three years of experience in comprehensive planning activities (including transportation planning); AND a Bachelor's degree in Planning or Geography, or other closely related program; OR an additional three years of experience you should apply. For an application packet, call ODOT Personnel at (503) 378-6281. Applications and test responses must be returned by 5:00 p.m. May 31, 1991.

AA/EEO EMPLOYER

## SECRETARY

First Interstate Bank of Oregon is seeking a qualified professional secretary to work in their downtown office.

You will perform secretarial, administrative, and analytical tasks. Responsibilities include editing and producing documents, typing, phone support, managing computer information, meeting preparation and creating spreadsheets with graphic programs. Requires a working knowledge of word processing systems, preferably with WordPerfect experience. Must also have solid writing and organizational skills, with the ability to manage large quantities of information. Knowledge of Lotus 1-2-3 and Harvard Graphics helpful. The successful candidate should have the flexibility to learn new systems as they are introduced.

We offer salaries commensurate with experience and an excellent benefits package. Interested individuals may apply in person in the Human Resources Dept., 13th floor, at our Headquarters Building at 1300 SW 5th, Portland, between the hours of 10:00am - 4:30pm Monday - Friday. Or, to request application materials, call (503) 778-7194 by June 10, 1991 and leave recorded mailing instructions with job #7752.

First Interstate Bank

Equal Opportunity Employer  
We Promote a Drug-Free Workplace  
Public Transportation Subsidy

Restaurant Management

ROBERT KING

## SEEKING ENTRY LEVEL MANAGEMENT CANDIDATES

Starting in 1972 with a single restaurant, we've grown to where we now operate 28 restaurants (soon to be 29) in the Portland/Vancouver metropolitan area. And we are still expanding! We are looking for individuals who've had experience as a head wait person, production leader, and cook.

You are sure enthusiastic and have become our top management. Most of our positions are in the management area with salaries ranging from \$15,000 and they can make up to \$25,000. We have excellent training programs and benefits package.

Come into our main office & fill out an application or send your resume to: Restaurant Management Northwest, Inc., 1410 SW Jefferson, Portland, OR 97201. Attention: Dave McCartney, Director of Human Resources.

Equal Opportunity Employer