

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

SENIOR TRANSPORTATION PLANNER

\$31,304 - \$44,054

METRO is recruiting for a Senior Transportation Planner to coordinate the environmental analysis and documentation for Metro's regional high capacity transit planning projects in addition to coordinating the overall production of EIS documents and writing select EIS chapters. Duties will include coordinating consultant and agency staff as they prepare the environmental analyses for major transit projects; coordinating the review of environmental analysis and documents by local, state and federal permitting agencies; preparing the environmental analysis, documentation and mitigation plans for various aspects of high capacity transit planning projects; assisting in the development and monitoring of work programs for environmental analyses; preparing regular written and/or oral progress reports for elected officials, project management staff and technical staff. Education/Experience equivalent to a bachelors degree in planning, urban studies, environmental sciences, or related field and a minimum two years of environmental planning experience. This position closes Friday, June 28, 1991 at 5:00 pm. A complete job description, application and supplemental requirements available at: Metro Personnel Office 2000 S.W. First Avenue Portland, Oregon 97201 (503) 221-1646 ext. 200 Resumes will not be accepted AA/EEO Employer

METRO

COMMITTEE CLERK

\$1,600 - \$2,250/mo.

The Metro Charter Committee is recruiting for a committee clerk to aid the Committee in the performance of its work program. This includes scheduling Committee, Subcommittee, and public meetings; arranging meeting places and making sure appropriate public notice is given; sending out agendas; generating written documents and graphics requested by the Committee; answering phones and directing inquiries; and keeping all records as directed by the Committee and its Administrator. This includes attending committee and subcommittee meetings; taking notes of the proceedings and preparing summaries and formal minutes of meetings. This position is employed by the Metro Charter Committee and shall serve at the pleasure of the Committee Administrator. Please apply only if you can work a flex schedule, ie. 40 hours per week which will include evening meetings. Education/Experience equivalent to high school diploma or GED and a minimum three years of responsible secretarial or administrative experience in a position performing a variety of duties requiring discretion and judgement. This position closes June 30, 1991. Please submit a letter, indicating your interest in the position, a resume, and the names and phone numbers of three references, postmarked no later than June 30, 1991 to: Charter Committee PO Box 9236 Portland, Oregon 97207

METRO

SENIOR MANAGEMENT ANALYST

\$31,304 - \$44,054

METRO is recruiting for a senior management analyst who will work as a member of a team planning effort to develop and implement the Metropolitan Greenspaces Plan. A major component of this plan will be the establishment of the Metropolitan Greenspaces Trust Fund. This staff member will work closely with the Project manager of the Greenspaces Program on the finance and management study of how a regional natural areas system would be operated. Education/Experience equivalent to a bachelors degree in public or business administration, urban planning or closely related field and a minimum of four years experience in the following areas: fund-raising and development; endowment funds; estate planning; planned giving programs; and fundraising drives for capital projects. This position closes Friday, June 28, 1991. Complete job announcement, application and supplemental requirements available at:

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

METRO

COMMITTEE ADMINISTRATOR

\$3,000 - \$4,000 per month

The Metro Charter Committee is recruiting for a Committee Administrator to assist in the planning, scheduling and execution of a work program which will lead to a proposed charter for the Metropolitan Service District. Applicant must have (1) knowledge of local and regional government, including functions, programs, policies and procedures; (2) a knowledge of public meeting requirements; ability to collect information and analyze it effectively; develop and maintain effective working relationship with Committee members and others; work independently with self-initiative; exercise discretion and good judgement; (3) good communication (oral and written) and interpersonal skills. Experience and training: Graduation from an accredited university or college with a degree in political science, public administration or related field or equivalent training or education. Please submit a letter, indicating your interest in this position, a resume and three references to P.O. Box 9236, Portland, Oregon 97207 postmarked no later than June 17, 1991. The duration of this position will be from 12-18 months with a salary of \$3,000 to \$4,000 per month. Please note that this position is employed by the Metro Charter Committee and shall serve at the pleasure of the Committee Administrator. The Metro Charter Committee, an independent citizen committee established by legislation enacted by the 1991 session of the Oregon State Legislature, is empowered to prepare a proposed charter for the Metropolitan Service District and to place the charter on the ballot for a vote by residents of the M.S.D. at either a statewide primary or general election. Questions may be directed to 220-1540.

METRO

EMPLOYMENT ZOO SUMMER CONCERTS

Metro Washington Park Zoo is recruiting for Beer/Wine/Food Server positions for the summer concert series and special events. Candidates must be 21 years of age or older, must be able to make correct change (a test will be given) and be able to deal pleasantly with the public. Those selected must obtain an OLCC Server's License. Must be available Wednesday and Thursday evenings 5:00-10:00 pm, June 19 thru August 22 and occasional events thru September. Rate of pay is \$5.13 per hour. Applications accepted and interviews held Thursday, June 13 and Friday, June 14, 1991 5:00 thru 8:00 p.m. at the Zoo's Meeting Center (Gate G), 4001 SW Canyon Road, Portland.

AA/EEO Employer

MECHANIC

Opening for qualified Operations Technician to oversee daily operations of Tualatin Valley Fire and Rescue's Regional Hazardous Materials Training Center in Tualatin. Responsible for maintenance/operations of physical plant. Oversees construction and repair personnel on site; designs, installs training props, and assures all activities at Center are conducted safely. Requires four years experience in building maintenance trades, including welding, carpentry, plumbing, construction, reading blueprints. High School graduate with college level training in project management. First Aid/CPR certification required. Full range of employer-paid benefits. Salary range \$2024-2834/month. Closing date: Friday, June 21, 4:30 p.m. Interested candidates may apply at or submit resume to Tualatin Valley Fire and Rescue, Human Resources Division, 20665 SW Blanton Street, Aloha, OR 97007.

DATA TECHNICIAN

Opening for individual responsible or hardware support for Fire District DP equipment. Identify, access, troubleshoot, resolve hardware failure, perform preventative maintenance. Set up and install PC hardware and software, other computer hardware. Require experience configuring PCs, connecting serial printers, terminals, wiring LAN networks. Associate degree in Electronic Engineering and five years experience with Word Perfect Programs and Novell beneficial. Salary range \$1928-2699/month. Closing date: Friday, June 21, 4:30 p.m. Interested candidates may apply at or submit resume to Tualatin Valley Fire and Rescue, Human Resources Division, 20665 SW Blanton Street, Aloha, OR 97007.

Physical Therapist

Physical Therapist-Summer School (31 days - 4.5 hour (excluding 07/04/91) (06/20/91 - 08/02/91) Salary: Negotiable depending on experience. Call 257-1501 for MESD application materials. An Equal Opportunity Employer & Drug Free Work Place.

PHONE REPRESENTATIVES

Hanna Andersson is a fast growing mail order company with a challenging team environment and a real interest in people.

RESPONSIBILITIES INCLUDE: assisting customers over the telephone by entering customer order into computer, providing information on styles, sizing and inventory/order status. **REQUIRES:** excellent communication and interpersonal skills, 30 wpm typing and 10 key with accuracy. Shifts are available between 5 am - 7pm, weekdays and weekends, 20-30 hrs/wk. compensation package includes childcare benefit. Apply in person by June 18 at:

Hanna Andersson
1010 NW Flanders
Portland, OR 97209

Data Processing Assistant

Oregon State Bar (Full Time, 40hrs/wk)

This position is within the Bar's Finance & Administration Division and will assist the Data Processing Manager in system administration and personal computer support. Duties include acting as primary contact for support of the Bar's personal computers including: installation, diagnosis and correction of hardware and software problems for users. Produces reports, creates and maintains files, and other assignments within relational data base and Unix system. Performs shell programming assignments on Mips, Unix systems. Assists in writing system documentation and procedures. Primary support for Bar's personal computer environment including installations, maintenance and repairs, diagnosis and correction of PC and PC printer problems for users. Other duties as assigned.

Required skills: demonstrated knowledge of Unix computer operating system and DOS at an advanced level. Ability to use and maintain relational data base system, preferably Universe or Information. Ability to use a word processor and Word-Perfect software to produce documentation. Ability to evaluate hardware and software problems and take appropriate action. Experience needed includes two years systems administration with a Unix computer. Three years of PC and DOS experience installing and repairing systems. Graduation from a four year college or university with a degree in computer science or related field, or technical school equivalent. Salary range starts at: \$2,034 per month with excellent benefits. Apply immediately - send resume with a cover letter to Personnel Officer, Attn: DPA, Oregon State Bar, 5200 SW Meadows Road, Lake Oswego, OR 97035. Deadline for application is Monday, June 17, 1991.

Equal Opportunity Employer

PROPERTY MANAGER FACILITIES DIVISION

OREGON STATE DEPARTMENT OF GENERAL SERVICES
SALARY: \$2,455 - \$3,272/MO
DEADLINE: 5 PM FRIDAY, June 14, 1991

This position performs tasks relating to the siting, negotiating and contracting for the acquisition and assignment of leased office space and the allocation of space in State-owned buildings; assists in the management and disposition of State public lands, and the acquisition of real property. You must have four years of experience involving steadily increasing management responsibility in a field related to real estate/real property management; or in a staff function, technical or professional, related to acquisition, assignment and/or allocation of leased space.

The State of Oregon is an Affirmative Action/Equal Opportunity Employer: women and minorities are encouraged to apply. For a detailed announcement and application information contact: Marie Couey-Strobel Facilities Division 1225 Ferry Street S.E. Salem, Oregon 97310 (503) 378-2865

RN's

Accepting applications for current and future openings, full time, on the swingshift and night shifts in the Geropsychiatric/Medical Services program at Oregon State Hospital. Excellent benefit package includes generous health/dental options, state paid retirement and paid holidays. Monthly salary \$2123-\$2771. Shift differential and compensation for BSN/MSN. Call 378-2293 or 378-2234. EEO.

DIRECTOR: Domestic violence agency Executive Director. \$21,204 per year + benefits. Hours flexible. Send resume & cover letter to: Bradley Angle House, PO Box 14694, Ptd, OR 97214. Equal Opportunity/Affirmative Action/Feminist Organization. Closing date 6/17/91

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Human Resources Administrator

An excellent opportunity for an experienced human resources professional in a dynamic industry. Primary responsibilities include recruitment and outreach, selection assistance, applicant flow data, EEO reporting, employee communications and other generalist activities. Must have 4 year degree and at least three years human resources experience. Knowledge of general labor laws, rules, regulations and reporting requirements.

We offer a comprehensive benefits package, competitive salary, free parking and free Cable TV.

Please apply to:

PARAGON CABLE
3075 NE Sandy Blvd
Portland, OR 97232

Equal Opportunity Employer

Clerical

Data Entry Clerk, Migrant Education Project

1991-92 School Year 8 Hrs/Week - Flexible Schedule

Enter Chapter I-Migrant student data and maintain Migrant Student record Transfer System (MERTS) information as required.

Qualifications:

Two years clerical experience. Micro-computer experience required and knowledge of word processing and data management software programs for use on the Compaq or Macintosh computer. Must be able to work in an open area with periodic interruptions.

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, PO Box 30139, Portland, Oregon 97220-1039. An Equal Opportunity Employer & Drug Free Work Place

MENTAL HEALTH

Clinician to do crisis and short-term therapy in ethnical diverse community setting. Full time includes some on-call. Competitive salary and excellent training and benefits.

Masters degree or bachelors plus two years experience required in Mental Health field. Spanish speaking strongly preferred.

Resume and letter to:

Gary McConahay PHD.
N/NE Community Mental Health
4950 N.E. Martin Luther King Blvd.
Portland, Oregon 97211
Phone: 503-249-0066
Closing Date: 6-21-91
Minorities encouraged to apply
EOE

Video

PARAGON CABLE

Here's an opportunity to join our state-of-the-art cable TV company. If you have videotape editing experience, are comfortable with computers, and understand the basics of video and audio systems, please apply. Must have high school diploma or equivalent and some post high school education. Must be able to work different shifts. Competitive salary and benefits. Free cable and free parking! Apply to: PARAGON CABLE 3075 N.E. Sandy Blvd. Portland, OR 97232 Equal Opportunity Employer

SECRETARY

Secretary for mental health agency. Accurate typing of 65 wpm on a Canon word processor, receptionist duties. Temp. position. Send resume by June 14, 1991 to: Conquest, 5305 N.E. M.L. King Jr. Blvd, Portland, OR 97211 or telephone 288-8066 (Lee Madison).

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PERSONNEL/SAFETY/AFFIRMATIVE ACTION OFFICER(ASST PERS MGR) PRINCIPAL EXECUTIVE/MANAGER C

\$2614 - \$3680 Monthly

The State of Oregon Vocational Rehabilitation Division in Salem, Oregon recruiting for Asst Pers Mgr which develops policies/procedures, administers collective bargaining contracts, classification, pay, discipline and discharge, benefits, recruitment and selection, affirmative action and safety rules and regulations. Wide range of employee benefits. Must meet Oregon minimum qualifications. Contact local Employment Div office for announcement (OC9100383) and application. Apps must be received by June 21, 1991 at PM. VRD is an EEO employer. Minorities, females and persons of disability are encouraged to apply.

CLASSIFIEDS
503-288-0033

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Brisbane, CA. 94005

Holladay Park Medical Center



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