

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

OFFICE/BUSINESS MANAGER

TCI Cablevision of Oregon, Inc. an Equal Opportunity Employer, currently has a full time position open. Drug test required of final applicant.

Qualifications: 1-3 years experience in office/business mgmt. Familiar with A/R billing software. BS/BA or recognized equivalent work experience.

Applications accepted until 8/16/91.

Interested parties may submit applications/resumes by mail to: TCI Cablevision of Oregon, Inc. 3500 SW Bond Street Portland, OR 97201 Attn: Joe Bonica

DEPUTY DIRECTOR

Department/Division: Public Works/ Administrative Services
Salary: \$3152-\$4204/MONTH
Last date to file application: August 30, 1991, 5:00 p.m.

This key, top level position reports to the Director of Public Works and oversees all functions of the division of Administrative Services including finance planning/analysis, budget development and accounting services, landfill toll-house operations, computer network services and clerical/reception services. The position supervises a staff of 25.

This position requires a four-year degree in Public Administration, Business Administration or equivalent. Strong emphasis in finance is preferred. A Master's Degree is highly desirable. Five years of progressively responsible experience in municipal finance, corporate finance or a related field and a minimum of five year management experience is required. Education and experience minimums may be substituted with demonstrated ability to accomplish the duties. Application forms are available at the Information Desk, Building 1, Thurston County Courthouse, 2000 Lakeridge Drive S.W., Olympia, WA 98502.

ASSISTANT ADMINISTRATOR HUMAN RESOURCES

Full time position available at Kaiser Sunnyside. Three years supervisory level experience in a Human Resources Department with labor contract and policy interpretation as a major responsibility. Work knowledge of EEO/AA laws and regulations and FLSA and state wage and hour laws. Excellent oral and written communication skills. Degree in Human Resources or Labor Relations a plus. Prefer knowledge of automated systems. Reference Job #9101537.

Apply in person, Human Resources, Kaiser Permanente, Supply Center Bldg., 10200 SE Sunnyside Rd., Clackamas, OR (503) 652-5770.

**KAISER PERMANENTE
EQUAL OPPORTUNITY
EMPLOYER.
HANDICAPPED HIRED.**

CASE MANAGER

Full time. Salary range to \$18,187 annually, plus benefits. Position will provide support to pregnant and parenting teens in a school setting. BA or similar education, and 2 years experience working in this area. Pick up application at The Boys and Girls Aid Society, 18 SW Boundary Ct., Portland, OR 97201. No phone calls please. Application deadline 8/6/91. Equal Opportunity Employer.

COUNSELOR

Northeast Youth Service Center is seeking an individual for the position of counselor to work with diverse youth population. Qualifications: MSW and at least two years experience with youth as primary focus. 20-24K. Send resume and three letters of reference to: The Urban League, 10 N. Russell St., Portland, OR 97227, ATTN: Larry Foltz, by August 9, 1991. Job description may be picked up from receptionist. EOE

ENGINEERING TECHNICIAN 1 - SALEM

\$1478 - \$1942 MONTHLY

This position is with the Oregon Water Resources Department. The duties and responsibilities including research and providing technical assistance to the public; preparing initial drafts and updates of water right documents using prepared macros and word processing software; assisting a Field Inspector in making field surveys by acting as rodmann to determine the locations and extent of beneficial use of water, inventorying water system equipment, and measuring ditches and headgates; drawing maps from aerial photographs or plane table surveys, including layout, drafting, lettering, and area computation, using manual and electronic drafting methods (ARC/INFO); and assist in other sections of the Field Operations Division in various field activities, including well inspections, stream flow measurements, record processing, differential leveling, etc.

To qualify you must have an Associate's degree in Engineering Technology or Water Resource Technology from a recognized community college or technical school; OR eighteen months of progressively responsible technical experience directly related to engineering; OR A Bachelor's degree in Engineering, Architecture, Geology, Mathematics, Hydrology or Physics.

To obtain official recruiting announcement and application form, contact:

**Oregon Water
Resources Department**
Personnel Office
3850 Portland Road N.E.
Salem, OR 97310
Telephone:
(503) 378-8455, Ext. 282
Minorities and females are encouraged to apply.
EQUAL OPPORTUNITY
EMPLOYER

EMPLOYMENT ECONOMIST 1

These positions are with the Employment Division located in Salem. The purpose of this recruitment is to establish a list of qualified applicants. This list will be used to fill openings as they occur. \$2,131 - \$2,835/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program.

To Qualify ...

you must have one year of economic research experience applying analytical procedures, methods, and techniques; analyzing trends; using forecasting principles and procedures; and writing technical reports applying the research, trends, and forecasts AND college-level courses in statistics (at least six quarter hours) and economics (at least twenty-five quarter hours); OR three years of economic research experience applying analytical procedures, methods, and techniques; analyzing trends; using forecasting principles and procedures; and writing technical reports applying the research, trends, and forecasts AND college-level courses in statistics (at least six quarter hours) and economics (at least nine quarter hours); OR a bachelor's degree in Economics AND college-level courses in statistics (at least six quarter hours). OR

a Bachelor's degree in Economics AND college-level courses in statistics (at least six quarter hours).

TRANSCRIPTS MUST BE SUBMITTED FOR ALL REQUIRED AND/OR RELATED COURSES.

Applications and announcements may be obtained from any Oregon State Employment Division office. If out-of-state, call 1-503/378-3253 for application. Applications must be returned to Employment Division, Personnel and Training Unit, 875 Union St. N.E., Salem, OR 97311 by 5:00 p.m. August 30, 1991
An EOE/AA Employer

PROGRAM REPRESENTATIVE 2 - LAGRANDE

(Stream Coordinator)
\$2455 - \$3272 MONTHLY

This position is with the Oregon Water Resources Department. The Stream Coordinator will work with local, state, and federal representatives and organizations to reach consensus on ways to improve stream conditions and water use. The coordinator will help in identifying critical participants, legal requirements and methods of funding or implementing solutions. The coordinator must keep a state perspective while working closely and relatively independently with representatives concerned with the stream involved. Working conditions include walking over rough terrain to evaluate potential management areas; traveling, occasionally overnight, and frequently attend evening meetings.

To qualify you must have four years of staff technical or professional level experience in an area related to natural resource managing analyzing or advising/instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews. Two years of this experience must have been comparable to a Program Representative 1 which involves monitoring, representing and reviewing programs.

To obtain official recruiting announcement and application form, contact:

**Oregon Water
Resources Department**
Personnel Office
3850 Portland Road N.E.
Salem, OR 97310
Telephone:
(503) 378-8455, Ext. 282
Minorities and females are encouraged to apply.
EQUAL OPPORTUNITY
EMPLOYER

PROFESSIONAL REPRESENTATIVE 2

\$2,455-\$3,272/MONTH

Oregon Dept. of Revenue. Advises local governments and counties on laws and processes relating to local budget laws, finance, records, and other related functions of Oregon's property tax system. Requires 4 years experience analyzing, interpreting, or instructing in a program. Based in Salem. For details and the required application, call (503) 378-3384.
EOE/AAE

ENERGY PROGRAM COORDINATOR

Springfield Utility Board is seeking a project leader for its Rates, Resources and Regional Matters Division. Responsibilities include: Contract negotiation, compliance and administration; power sales and margin analysis; attendance at regional energy forums; and general support for rates and resource programs. Must be familiar with energy resource options, demand-side programs and regional energy issues. Computer literacy, ability to write technical reports and proposals, and public speaking skills are required. Reports to energy engineer. Requires a BA degree in business administration, economics, engineering, natural resource management, or a related field. Willingness to travel. \$2854-\$3360 + exc. ben. Submit detailed resume to P.O. Box 300, Springfield, OR 97477 by 5pm August 12, 1991. Equal Opportunity Employer.

MENTAL HEALTH SUPERVISORY RN/ RELIEF NIGHT COORDINATOR

Damascus State Hospital has a unique Job Share Supervisory RN opportunity. We are looking for an 11:15pm-7:15am House Coordinator who possesses experience in management and leadership skills with good interpersonal communication. For more information contact:
Jim Panos, Asst. DNS or Kathy Gibson, DNS at 682-4605.
Equal Opportunity Employer

SECRETARY

Class No. 022-0791
Planning & Development
\$7.98 to \$11.23 per hour.
Metro is recruiting for a Secretary to provide staff support in the Planning and Development Department. Duties include setting up and attending meetings, preparing agendas, taking minutes, preparing and distributing meeting summaries, performing data entry functions, answering departmental telephones, and related duties. Requires education/experience equivalent to a high school diploma or GED and a minimum of two years of experience in responsible secretarial or clerical position. Position closes Monday, August 5, 1991.
Applications and supplemental requirements available from:
Metro Personnel Office
2000 S.W. First Avenue
Portland, OR 97201
Resumes not accepted.
EEO/AA Employer.

SENIOR MANAGEMENT ANALYST

Class No. 335-0791
\$31,304 - \$44,054

Metro is recruiting for a Senior Management Analyst for the Planning and Development Department to be lead staff person on a variety of solid waste planning projects including conditionally exempt hazardous waste management and related projects. Duties include contract management, team leadership, development of work programs, representing Metro at meetings, and other related tasks. Requires education/experience equivalent to Bachelor's degree in environmental science, land use, public administration, economics or a related field, and two years project management experience. This recruitment closes at 5:00 p.m., Monday, August 5, 1991.
Applications and supplemental requirements available from:
Metro Personnel Office
2000 S.W. First Avenue
Portland, OR 97201
Resumes not accepted.
AA/EEO Employer.

CHIEF TECHNICIAN/ PLANT SUPERVISOR

TCI Cablevision of Oregon, Inc. an Equal Opportunity Employer, currently has a full time position open. Drug test required of final applicant.

Qualifications: Experience in CATV construction and design projects. Degree in electronics and knowledge of state/local government practices. 1-3 years experience with comparable management responsibilities. 5 years CATV experience including headend and microwave.

Applications accepted until 8/16/91.

Interested parties may submit applications/resumes by mail to:
**TCI Cablevision
of Oregon, Inc.**
3500 SW Bond Street
Portland, OR 97201
Attn: Joe Bonica

DENTAL ASSISTANT WHY SHOULD YOU CONSIDER JOINING OUR HIGHLY SKILLED TEAM OF DEDICATED PROFESSIONALS?

- Employment Security and Stability
- Quality of Care
- Health and Safety
- Commitment to Service
- Career Opportunities
- Quality Work Environment
- Diversity and Flexibility in Conditions of Employment

If you are interested in exploring Dental Assistant employment opportunities within the Kaiser Permanente Dental Care Program, please contact our Dental Personnel Specialist for an interview, 721-6976. Positions available in west Portland.

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GRAPHICS/EXHIBIT DESIGNER

Class No. 360-0791
(Mapping and Document
Production Specialist)
METRO is recruiting for a Graphics/Exhibit Designer for the Public Affairs Dept. to perform a wide variety of graphic design services in the production of professional communication products. Duties include designing, preparing and producing materials using word processing, graphic and design software on Macintosh, developing project budgets and schedules, coordinating with vendors and other related tasks. Requires education/experience equivalent to Bachelor's degree in graphic design or related field and one year verifiable related experience. Recruitment closes Thursday, August 8, 1991. Resumes, work samples and related items will not be accepted in lieu of nor in addition to the standard application form and supplemental requirements. Applications/supplemental requirements available from:

Metro Personnel Office
2000 S. W. First
Portland, Oregon 97201
EEO/AA Employer

METRO

MULTNOMAH COUNTY

Community Works Leader: \$10.89 per hour; bilingual English/Spanish skills are desirable; apply by August 9, 1991.

Corrections Technician: \$10.11 day shift, \$10.51 swing shift, \$10.61 graveyard shift; bilingual English/Spanish skills are desirable; apply by August 9, 1991.

Probation/Parole Officer: \$11.86 per hour; bilingual English/Spanish skills are desirable; applications taken on a continuous basis.

Data Processing Clerk: \$8.31 per hour; apply by August 2, 1991.

Maintenance Worker: \$9.63 per hour; apply by August 2, 1991.

Engineering Technician Aide: \$11.48 per hour; apply by August 9, 1991.

Elections Information Specialist: \$11.14 per hour; apply by August 9, 1991.

Treasury Specialist 1: \$11.14 per hour; apply by August 9, 1991.

Animal Control Officer: \$11.14 per hour; apply by August 9, 1991.

Printshop Assistant (Part-time): \$8.73 per hour; apply by August 9, 1991.

Library Branch Supervisor: \$20,162-\$26,910; apply by August 9, 1991.

Juvenile Counselor: \$11.86 per hour; apply by August 9, 1991.

Health Planner: \$13.16 per hour; apply by August 9, 1991.

Field Services Manager: \$34,055-\$47,690 annually; apply by August 9, 1991.

Clinic Services Manager: \$34,055-\$47,690 annually; apply by August 9, 1991.

Dental Hygienist (Part-time): \$11.46-\$13.23 per hour; apply by August 9, 1991.

Dental Assistant/Receptionist (Part-time): \$8.31 per hour; apply by August 9, 1991.

Weatherization Services Auditor/Inspector: \$10.89 per hour; apply by August 9, 1991.

WHERE TO APPLY: The standard Multnomah County application form and supplemental application form are required and must be postmarked by the closing date. Apply in person or mail SASE requesting an application for the position(s) in which you are interested. Multnomah County Employee Services, 1120 SW Fifth Avenue, Room 1430, Portland, OR. Mailing Address: P.O. Box 14700, Portland, OR 97214. Equal Opportunity Employer

MENTAL HEALTH. Full-time / Residential Care Worker, team member to work with adolescent females in residential treatment program. Available evenings and weekends. Experience preferred. Valid Oregon driver's license required. \$5.59 - \$8.39 per hour depending on experience. Pick up application at 18 SW Boundary Court, Portland, OR 97201 or call 222-9661, ext. 246. Equal Opportunity Employer.

Cardiac College of Health and Human Performance Oregon State University Director Cardiac Rehabilitation Program

POSITION: Director, Cardiac Rehabilitation Program. A fixed-term, half-time 9-month appointment with potential for renewal based upon performance. Rank shall be instructor or assistant professor (based on qualifications). Salary will be commensurate with experience and qualifications. This candidate will provide administrative leadership for a Phase III Cardiac Rehabilitation Program. Duties will include program development and supervision, coordination of exercise testing and prescription, training and assignment of program personnel, development of administrative and educational materials, maintaining participant records, administering the program budget and other related duties. Interface with College faculty and students, local hospital staff and physicians and with faculty from other units within the University is an aspect of the position. Candidate will also be responsible for developing coursework and teaching in the area of muscle physiology to upper division and graduate students in exercise science.

Qualifications: Required: Master's degree with emphasis in exercise science; minimum 2 years related laboratory experience; cardiopulmonary resuscitation certification; excellent people skills; willingness to adjust to a flexible work schedule. Desirable: Doctorate; licensed RN with critical care/emergency room experience; ACSM certification as Exercise Specialist; licensed physical therapist.

Submit letter of application, vitae, transcripts and three letters of recommendation specific to the position to:

Dr. Michael G. Maksud, Dean
College of Health and
Human Performance
Oregon State University
Corvallis, OR 97331-6802
Deadline: August 30, 1991. Appointment date: September 16, 1991.

OSU is an Affirmative Action/Equal Opportunity Employer and is responsive to dual-career needs.

Engineering SOFTWARE ENGINEER

Methus Corporation, a leading supplier of high resolution graphics controller boards, has an immediate opening for a highly motivated engineer to join our software development team.

A successful candidate must have proficiency in 'C', MS-DOS, Assembler and graphics primitives. Experience as a software developer must be directly related to generating small fast PC drivers.

Methus provides a competitive salary and excellent benefits package. For consideration, please send your resume to: Methus Corporation, Attn: Human Resources Dept., 1600 N. W. Compton Drive, Beaverton, OR 97006. Methus is an equal opportunity/affirmative action employer M/F/H/V.

METHEUS CORPORATION

CLINICAL AID: Part and full-time positions available Monday through Friday. Social service students encouraged to apply. Good opportunity to work with at-risk youth. Current driver's license and good driving record required. Must be able to work in multi-cultural setting. Salary based on education and experience. Call The Boys and Girls Aid Society at 222-9661, ext. 227. Equal Opportunity Employer.

CUSTODIAN

Swing Shift position available at Hopkins Elementary School, Sherwood. Applicant must be in sound physical condition and be able to lift and operate a floor scrubber and buffer. Application deadline: August 7. Apply to Sherwood School District, 400 N. Sherwood Blvd, Sherwood, OR 97140, 625-8100. Equal Opportunity Employer

ADVERTISE
in the
PORTLAND OBSERVER