

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

PROJECT COORDINATOR

Responsible for planning and implementation of redevelopment project and program for the Convention Center Area Project. Applicants must have experience in public development and redevelopment; knowledge of urban planning & design and the principles of land use; and experience in coordination of technical staff, city bureaus, private interest, public groups, consultants, contractors and others associated with development projects. Requires a degree in Urban Planning, Architecture, Urban Design or related field with minimum 3-5 years experience. Salary: \$38,604 - \$50,004. For complete job description and application packet contact: The Portland Development Commission, 823-3463, 1120 SW 5th, suite 1100, Portland, OR 97204.

MULTNOMAH COUNTY Personnel Specialist I

\$12.17 per hour, apply by August 23, 1991

PC/LAN Specialist

\$13.16 per hour, apply by August 23, 1991.

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

PROJECT COORDINATOR

Responsible for coordination of industrial recruitment activities. Identify potential prospects and actively market Portland; work with prospects to meet their site selection requirements; research, prepare and present economic and market information; conduct area briefings and tours. Requires a degree in Business, Urban Planning or related field with minimum three years experience in business development. Salary: \$38,604 - \$50,004. APPLY BY August 30, 1991.

For complete job description and application packet contact: The Portland Development Commission, 823-3463, 1120 SW 5th, Suite 1100, Portland, OR 97204. An Equal Employment Opportunity Employer.

SCHOOL OF EXTENDED STUDIES PORTLAND STATE UNIVERSITY PORTLAND, OREGON

DIRECTOR, NEW PROGRAM DEVELOPMENT

The Director reports directly to the Dean and works with a staff of three program specialists. In addition to overall administration of New Program Development, responsibilities include producing a business plan that is based on assessing market potential for both credit and non-credit educational programs in social work, engineering, urban and public affairs, fine and performing arts, and liberal arts and sciences; developing, producing and marketing programs; establishing annual budgets as well as individual program budgets; establishing systems that support faculty in their instructional role; contributing to policy and planning for the School; and participating in professional activities.

Qualifications: Master's degree required; demonstrated skills and experience in educational program development required; experience in managing activities that must pay for themselves; demonstrated skill in marketing, including developing audiences; experience in supervising professional staff; experience in establishing program budgets; experience in working with a wide range of constituents including faculty and community groups; experience in determining needs and translating them into programs; experience in continuing education, adult education or related activities.

Salary and full health benefits commensurate with education and experience. This position in a self-supporting organization is contingent upon continuing success in program development efforts. Position begins as soon as possible. Applications should be postmarked by August 30th.

Applicants should submit a curriculum vitae and a letter of interest highlighting qualifications and including evidence of successful program development. Also include in the letter the names, addresses, and phone numbers of three individuals who are knowledgeable about the applicant's past performance. Send to: Paul A. Wurm, Chairperson, New Program Development Director Search, Portland State University School of Extended Studies, PO Box 1491 Portland, OR 97207, 503-725-4803.

Finalist will travel to PSU for personal interviews at their own expense. Portland State University is an Equal Opportunity and Affirmative Action employer and is committed to the concept of diversity in its workforce. Women, minorities, and other protected groups are encouraged to apply.

CLERICAL PORTLAND COMMUNITY COLLEGE

Human Resources

Records Clerk -

Job #16-91/92

ROSS ISLAND CENTER

High School diploma or equiv. required; coursework in records mgmt. helpful. 6 months exp. as a file or records clerk, knowledge of gen. office procedures and gen. principles of records mgmt. also required. Skills necessary include: excellent filing, interpersonal communication, multi-line phone, entry level typing, data entry and the ability to lift boxes of files that weigh 25-40 lbs. Job closes 8-21-91. Contact Staff Employment, 049 SW Porter, Room A-1, 273-2823 for application packet. An Affirmative Action/Equal Opportunity Institution.

SENIOR ACCOUNTANT

Responsible for supervising all aspects of executing and accounting for financial transactions, including preparation of annual financial statements in accordance with GAAP. Requires extensive knowledge of governmental accounting principles, practices and standards, and proficiency in audit workpaper preparation. Excellent opportunity for career advancement. Salary: \$31,968 - \$41,400. For complete job description and application packet contact: The Portland Development Commission, 823-3463, 1120 SW 5th, Suite 110 Portland, OR 97204. An Equal Employment Opportunity Employer.

EDUCATIONAL ASSISTANT-MULTIHANDICAPPED PROGRAM

7 hrs day/190 days school year

To assist the teacher;

Salary \$9.91/hr

Application Deadline:

5:00 pm, 8/20/91

Requires: High school graduate; at least 18 years of age; ability to lift up to 60 lbs; six months experience in a professional setting working with or instructing mentally retarded students.

Required MESD applications can be obtained in person at MESD's Recruitment Office, 11611 N.E. Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive the application materials by mail, please send a self-addressed, stamped envelope to Multnomah Education Service District, Attn. Recruitment office, P.O. Box 301029, Portland Oregon 97230-9039. An Equal Opportunity Employer & Drug Free Work Place

EXECUTIVE ASSISTANT TO THE PRESIDENT

The Executive Assistant to the President coordinates the development and dissemination of campus wide policies and procedures; manages the appointment process for campus standing committees; maintains records on campus level advisory groups, serves as legislative coordinator and affirmative action officer; and, assists in the development of campus strategic and master plans.

Qualifications include Masters Degree in business or higher education administration, political science, or other relevant field. Doctors Degree preferred. Must have at least five years experience in higher education with a minimum of three years at departmental, college, or campus level administration, with demonstrated proficiency in speaking, writing, and computer skills. To apply submit a letter of interest and resume to:

Ms. Shelby Wilsdon
Director of Personnel

Oregon Institute of Technology
3201 Campus Drive
Klamath Falls, OR 97601-8801
(503) 885-1120

Deadline for receipt of applications is September 6, 1991.

Oregon Institute of Technology is an Affirmative Action/ Equal Opportunity Employer. Women and people of color are encouraged to apply.

ACTOR

Experienced actor to play male teenager in Secrets, Kaiser Permanente's educational theatre program providing AIDS education to area high schools, September to mid-December. Lift up to 40 pounds, dance required, touring experience helpful. Part time, temporary. Drivers license required. Apply to Kaiser Permanente, Human Resources, 3000 N Interstate, Portland, OR 97227. (503) 280-2940.

KAISER PERMANENTE/EQUAL OPPORTUNITY EMPLOYER/HANDICAPPED HIRED.

ECONOMIC OPPORTUNITY COMMITTEE OF CLARK COUNTY, INC.

TEACHERS (3) - One for 30 hrs./wk; two at 40 hrs./wk. Bachelors degree in Education, preferred

Early Childhood focus and one year consistent paid experience with groups of children 3 to 5 years of age in a preschool program, including supervision of adults and classroom planning/management. Salary placement expected at \$9.51/hr. Interview dates August 27 and 29; employment expected September 17.

FAMILY SERVICES WORKER II

- At least AA in human services or closely related field. 4 yrs. experience working with children and families in human services capacity. 20 hrs./wk. Salary placement expected at \$8.08/hr. Interview dates August 28 and 29; employment expected September 9.

FOOD SERVICES MANAGER

High school diploma or equivalent; one yr. experience in food service operation. Salary placement expected at \$8.74/hr.. Interview dates August 29 and 30; employment expected September 16.

BOOKKEEPER I

One yr. relevant college and 1 yr. bookkeeping experience. 2 yrs. experience may be substituted for the yr. of education. Experience may be substituted for the yr. of education. Experience with computer data entry. Salary placement expected at \$6.30/hr. Interview dates August 28 and 29.

Completed applications must be received no later than 4 p.m., August 23, 1991. All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement, and job description, 9 a.m. - 4 p.m., Mon.-Fri., EOC Office, 10621 N.E. Coxley Drive, Vancouver, WA 98662, (206) 896-9912.

EEOC/AA

PROPERTY MANAGEMENT SPECIALIST

The Oregon Housing and Community Services Department is recruiting for a Property Management Specialist (Program Rep. 2 - \$2,456 - \$3,273). This position protects the Department's security and ensures compliance with program rules and regulations through monitoring and evaluating the maintenance and management of residential income properties located throughout the State. To qualify you must have 4 years of staff technical or professional level experience, 2 of which must have been in performing asset or property management functions. For job announcement and application please contact Jo Smedsrud, Oregon Housing and Community Services Department, 1600 State Street, Salem, OR 97310, 378-3453.

EQUAL OPPORTUNITY EMPLOYER

SYSTEMS PROGRAMMER

Research Assistant in the Marine Geology group in Oceanography to assume responsibility for the software and hardware health of the Coastal Imaging Lab. This includes system management of a small group of Unix workstations, development of a video remote sensing program (the Argus program) involving interfacing commercial video and image processing equipment with the Unix computing environment, programming for scientific data acquisition and analysis, and participation in field experiments on beaches throughout the world. A B.Sc./B.A. in physical or engineering science or related field is required. Applicant should have extensive Unix experience and good knowledge of electronics and, possibly image processing. The position will require some travel. Good communications, verbal and organizational skills are required. Salary \$32,000. - \$38,000 per year depending on qualifications. Applications must be received by 30 August 1991. To apply send resume, names/phones of three references to Dr. Robert A. Holman, College of Oceanography, Oregon State University, Ocean Admin Bldg 104, Corvallis, OR 97331-5503. "OSU is an AA/EEO employer and is responsive to dual-career needs."

ENGINEER III

Traffic Analysis (\$38,093 - \$46,322 annually plus an excellent benefit package) Snohomish County (pop. 465,000), located in the majestic Puget Sound area of Washington, seeks highly motivated person for the Traffic Operations Unit. The position is responsible for planning, organizing, coordinating, and directing the work of the traffic Analysis Team. Includes supervision of data collection, level of service and inadequate road determinations; review of traffic mitigation reports; development of computer databases; and direction of subordinate staff. Work is performed with considerable professional independence and judgment under the general supervision of the Traffic Engineer. Provides traffic engineering advice and assistance to other county units, represents the unit before the public, County Council, and management. A Bachelor of Science degree in civil engineering or a related field, and four (4) years of civil engineering experience, three (3) years of which were in municipal traffic engineering work; OR, any equivalent combination of education and experience which provides the required knowledge, skill and ability to perform the work. A Professional Engineer's License or the ability to obtain one by demonstrated training or experience is required. No resumes accepted. To request application by mail, send self-addressed, stamped (29 cents) legal envelope indicating job title. A completed application must be returned to Snohomish County Personnel, 1st Floor Administration Bldg., 3000 Rockefeller, Everett, Wa. 98201 by closing date of 9/30/91 EOE

NURSE MONITORING PROGRAM

COORDINATOR

OREGON STATE BOARD OF NURSING

\$2,456 - \$3,272 PER MONTH

Salary Range 26

The Oregon State Board of Nursing is recruiting for a Nurse Monitoring Program Coordinator. This is a new position for a new program which will offer an alternative to formal Board action for nurses with chemical dependency, psychiatric or physical disorders. Applications accepted effective August 12, 1991. Must have a Bachelors Degree in Nursing, with a minimum of five (5) years recent clinical nursing experience. Must have a current, unencumbered Oregon Registered Nurse License and an Oregon driver's license, or be eligible to obtain them. Preference may be given for experience working for a health licensing board, a chemical dependency treatment program, psychiatric or rehabilitative nursing, or in case management.

SALARY AND BENEFITS: State employees receive medical, dental and retirement benefits.

To apply, call Betty at 503-644-2767 and request a Recruiting Announcement and State of Oregon PD-100 application. Your application, a letter of interest and answers to the exam questions must be RECEIVED by August 26, 1991.

Radio Sales Rep:

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

Supervisor, Wastewater Collections

Public Works Maintenance

City of Eugene, Oregon

Salary Range

\$2,470 - \$3,144/ month

This position will manage the storm and sanitary sewer repair, maintenance and construction programs. Requires 5 years experience including 2 years supervisory responsibilities and knowledge of computerized management systems related to storm and sanitary sewers. CLOSING DATE: Sept. 13, 1991. To receive an application packet contact Human Resource and Risk Services, 777 Pearl Street, Rm 101, Eugene, OR 97401. (503) 687-5061. AA/EEO

ASSOCIATE TRANSPORTATION PLANNER

\$28,392 - \$39,977

METRO is recruiting for an Associate Transportation Planner to participate in the Regional High Capacity Transit Study, the I-205/Milwaukie preliminary Alternatives Analysis, and/or the Hillsboro Corridor Alternatives Analysis. Typical duties include; Definition and documentation of transportation problems; preparation of technical memoranda, and oral or written progress reports; evaluation and use of travel demand forecasting results and models in comparing and evaluating various transportation alternatives and participation on a technical team producing and evaluating data analysis and reports for a large interagency transit planning project. Education/ Experience equivalent to a bachelors degree in planning, urban studies, transportation planning and one year of transportation, transit or regional planning experience. This position closes at 5:00 p.m., Friday, August 23, 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

MANAGER

Job Training Partnership Administration

We're building a team that will make Oregon's work force the best in the world by 2010. We're looking for a leader for the state's Job Training Partnership Administration (JTPA) program who can be part of our team. You will be working with the Governor's Workforce Council and you will be a member of the team at the Oregon Economic Development Department. You will help us train thousands of Oregonians each year and help guide nearly \$200 million in training funds. We are looking for someone with a proven track record in management, with the ability for creative problem solving and with an understanding of the role JTPA can play in building a work force that is the best of the best. We are looking for a visionary thinker who can make a significant contribution to launching this new initiative.

The position is located in Salem. Starting salary is between \$38,064 and \$42,060 based upon relevant experience. Applicants must respond to questions on the recruiting announcement and complete and application form.

If you have the interest and capacity to meet this challenge, call or write for application materials: OEDD Human Resources Office 775 Summer St. NE Salem, OR 97310 (503) 378-6324

OEDD is an AA/EEO employer, and complies with Section 504 of the Rehab Act of 1973.

THERAPIST

Masters level therapists needed on contract basis to provide treatment to culturally diverse clients in Northeast Portland. Parenting issues, domestic violence, dual diagnosis, depression, and PTSD. Assessment, consultation, group and individual skills therapy essential, multi-ethnic orientation a must.

RESUMES:

GARY MCCONAHAY PHD
N/NE COMMUNITY
MENTAL HEALTH CENTER
4950 N.E. MARTIN LUTHER
KING BLVD.
PORTLAND, OREGON 97211
PHONE: (503) 249-0066

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, August 23, 1991. 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