

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## CITY OF GRESHAM COMMUNITY PLANNER II

\$2,788 - \$3,558/month

The Community and Economic Development Department is seeking qualified candidates to fill a newly budgeted Community Planner II position to organize and administer the Community Development Block Grant Program. Requires a bachelor's degree in planning or a related field and at least four years of professional-level planning experience, preferably in housing or with a block grant program. Additional relevant education and/or current A.I.C.P. certification may be substituted for experience. A pre-employment physical examination and drug screen are required.

Submit a completed City application and supplemental questionnaire to the Human Resources Division, 501 NE Hood Ave., Suite 230, Gresham OR 97030 by 5:00 p.m., August 23, 1991. (503) 669-2309. TTD (503) 665-8519. No postmarked applications accepted after the deadline.

## MENTAL HEALTH

Adolescent/family therapist for a day treatment program serving SED youth. Master's degree in human services plus two years experience required. Send resume by 8/14/91 to Tio Nick's, 7025 N. Lombard, Portland, OR 97203. Child/Family Therapist for outpatient program serving children and families. MSW or master's degree in related field required, experience preferred. Send resume by 8/23/91 to CCMH, 6329 N.E. M.L. King, Jr. Blvd., Portland, OR 97211.

## EVENT COORDINATOR

Oregon Convention Center  
Starting Salary: \$25,692/year.  
Full time exempt.

Under the direction of the Event Manager, serves as information and management liaison for assigned events scheduled at the Oregon Convention Center (OCC). Determines, secures and monitors licensee's requirements of OCC services, labor and equipment.

Bachelors degree. Experience as an event coordinator or meeting planner for trade shows and conventions preferred. Supervisory experience required. General office and computer experience helpful. Good physical condition required, as the position requires movement on concrete floors and stairs. Will be expected to work long days, weekends, evenings and holidays depending upon event calendar. Must be willing to be CPR certified. Valid driver's license.

APPLY IN PERSON: August 9 - 22, 9:00 am through 5:00 pm, Memorial Coliseum Personnel Office, 1401 N Wheeler. Your resume is not a substitute for our application form. Call 230-6711 for other job info.

An Equal Opportunity/Affirmative Action Employer

## Operations Manager

Major Portland Newstalk station (over 20 years in format) has immediate opening for Operations Manager. 5 years minimum experience in Newstalk program management role. Strong people and organizational skills. Resume to P. O. Box 14957, Portland, OR 97214.

## Promotions/Public Relations Coordinator

Starting Salary: \$28,356

We're looking for a person to coordinate promotions, public relations and media relations. Represents Metropolitan Exposition-Recreation Commission facilities to media, community organizations, etc.

You should have a bachelors degree and three years work experience in public relations and promotions. Good written and oral communications skills, with ability to work independently. You may be expected to work some weekends, evenings and holidays, depending upon event calendar. You must be willing to be CPR certified.

Applications available only to residents of the First Opportunity Target Area: Banfield Freeway on the South, NE 42nd on the East, N Chautaugua including Columbia Villa on the West and N Columbia Bv. on the North.

APPLY IN PERSON: August 9 - 22, 8:30 am through 5:00 pm, Memorial Coliseum Personnel Office, 1401 N Wheeler. An Equal Opportunity/Affirmative Action Employer

## LEGAL ASSISTANT

Parttime parlegal position to work with attorney on fair housing cases. Intake, investigations, trial assistance and community education involved. Salary dependent on experience. Excellent benefits. Send resume to Hannah Callaghan, Legal Aid Service, 310 S. W. 4th Ave., #900, Portland, OR 97204 by August 26. Equal Opportunity Employer.

## SECRETARIAL

### THE SOUTHLAND CORPORATION

LOOKING TO KEEP YOUR DAYS BUSY AND FULL OF VARIETY?

We currently have 3 staff secretary positions available. The position requires an individual who is well organized, detail oriented, self-motivated. Typing 60 wpm, word processing exp. \$7.90/hr depending on exp along with an excellent benefit pkg. You are invited to apply Mon-Fri between 9am-4pm, Lincoln Center II or send your resume to our Division office located at: 10220 SW Greenburg Rd., Suite 470, Pld, 97223 Equal Opportunity Employer M/F/V/H

## Counselor/Diversion

Northeast Youth Service Center is seeking an individual for the position of counselor to work with diverse youth population in the center's diversion program. Qualification: must have MA or 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 23, 1991. Job description available from receptionist. EOE



## PRINCIPAL/EXECUTIVE MANAGER C (COMMUNICATIONS MANAGER)

This is an Executive Service position with the Employment Division located in Salem. The Communications Manager serves as a member of the Administrator's executive management team. \$2,614 - \$3,680/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program. The employment Division is interested in persons with skills and abilities to support the agency's mission, goals and values and are alert to the need for continuing self-development to maintain high standards of professional performance.

### TO QUALIFY...

You must have five years of progressively responsible experience in supervision or staff technical or professional level work. Experience must have included at least one year of supervision and management of a program, section or unit which included such areas as: development of program rules and policies, long and short range goals and plans, program evaluation or budget preparation.

A Bachelor's degree or coursework in a field related to management (such as Business or Public Administration), OR a field related to a human resource program, may be substituted for up to three years of the required experience.

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. September 3, 1991. AN EOE/AA EMPLOYER

## STATE LIBRARIAN OF OREGON

The Board of Trustees of the Oregon State Library is seeking a State Librarian to provide leadership during an exciting period of change. Oregon has an actively involved library community which has just completed a strategic planning process. We are ready to move forward. We need a manager for an independent state agency, with a staff of 55 and an annual budget of \$4.5 million. This manager must also be a consensus-builder able to work with a broad coalition of librarians, board members and lay supporters to develop and pursue shared goals.

Minimum qualifications for this position are an MLS from an ALA-accredited library school and 8 yrs. progressively responsible library management experience. Compensation range is \$48,648-\$65,208.

Application packets are available from Susan Bibelheimer, Executive Department, 155 Cottage St. NE, Salem, OR 97310 (503) 373-7431.

Equal Opportunity/Affirmative Action Employer  
State of Oregon

## SALES

### PARAGON CABLE



PART TIME AND FULL TIME positions available to do field marketing door to door to residents in Paragon Cable's service area. This is an excellent opportunity to EARN EXTRA MONEY from commission sales. We train, provide benefits, and auto allowance. For more information contact Dave at 230-2099 ext 408, OR apply at:

PARAGON CABLE  
3075 NE Sandy Blvd.  
Portland, OR 97232  
Equal Opportunity Employer

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## OFFICE

### McCAW CELLULAR COMMUNICATIONS, INC. CELLULAR ONE

#### PORTLAND

CELLULAR ONE'S Downtown offices currently have the following positions open:

#### #115 ACCOUNTS RECEIVABLE REPRESENTATIVE

This position requires a minimum of one year in on-line collections and excellent customer service skills.

#### #116 CREDIT CLERK-PT

MUST HAVE ON-LINE CUSTOMER SERVICE EXPERIENCE (minimum 6 months). Prior credit report experience preferred but school or training may be substituted.

#### #117 RECEPTIONIST-FT

Must have strong communication and organization skills, initiative, multi-task and decision-making abilities. Switchboard multi-line experience preferred. 50-55 WPM typing/keyboard skills necessary. Minimal Macintosh PC knowledge desirable but we will train. For details about these positions call

#### CELLULAR ONE JOBLINE 789-JOBS

Send your resume showing the Number/Title of your job interest to:

CELLULAR ONE  
PEOPLE DEVELOPMENT DEPT.  
409 SW 9th  
Portland, OT 97205  
All replies in confidence  
An equal opportunity employer

## NURSE

### STAFF NURSE

Full-time position available. Requires Oregon licensed RN to perform all nursing phases of Blood Services related to autologous donor processing. Must possess excellent venipuncture skills and work with minimal supervision. \$13.30/hr + benefits. Position may close at any time. Call 284-0011, X243 or apply at:

American Red Cross  
3131 N. Vancouver Ave.  
Portland, OR 97227  
Drug Test Administered  
Equal Opportunity Employer

## REQUEST FOR PROPOSAL

FOR

### THE DESIGN, ENGINEERING AND CONSTRUCTION MANAGEMENT OF A PUBLIC SAFETY FACILITY

The City of Milwaukie invites preliminary architectural design, engineering and construction management proposals aimed at meeting the needs of the City as described in this document. The City is seeking proposals that will lead to the construction of a Public Safety Facility specifically designed for use by police, fire and emergency communications personnel.

The purpose of this request for Proposals is to provide the basis for selecting a qualified and experienced person/firm to assist the City with the programming, planning and construction of a high quality, functional, low maintenance and attractive Public Safety Facility for the City of Milwaukie.

The selected person/firm will be responsible for the design of interiors and the development of the surrounding property, including utilities, landscaping, ingress and egress, and parking. The selected person/firm will work closely with the City from the early design phase of the project to the Public Safety Facility construction and completion.

## SELECTION PROCESS

The City contemplates a two-stage selection process. The first stage is to solicit and review examples of work done on similar projects. The second stage will involve a more intensive exploration of selected respondents' ability to accomplish the project components.

In the interest of a fair and equitable selection process, the City of Milwaukie retains sole responsibility to determine the timing, arrangement and method of proposal presentation throughout the process.

Respondents are cautioned not to undertake any activities or actions to promote or advertise their proposal except in the course of City-sponsored presentations. Other than discussions with the City Manager, respondents are not permitted to make any direct or indirect (through others) contact with members of the Milwaukie City Council or Planning commission except in the course of City-sponsored presentations. Violations of these rules will be grounds for disqualification of the respondent.

All inquiries are to be directed to:

City Manager  
City Hall  
10722 SE Main Street  
Milwaukie, Oregon 97222

All respondents to this request for proposals, waive all rights to protest or seek any legal remedies or compensation whatsoever regarding any aspect of this request for proposals or the City's acceptance or rejection of same.

## SUBMISSION OF PROPOSAL

Sealed Proposals will be received by:

The City Manager's Office  
City of Milwaukie,  
City Hall  
10722 SE Main Street,  
Milwaukie, Oregon 97222

until 4:30 pm, Friday, August 23, 1991.

The proposals will not be opened until after the deadline for submission.

All submittals shall include **three (3) copies** of the proposal.

All submittals will provide the following information:

1. Name and address of contact person and relationship of contact person to the proposed project.
2. Name of person(s) who would be working on this project.
3. A list of similar projects with telephone numbers and addresses of reference.
4. Examples of respondent's work on similar projects and statements of how those experiences would benefit this project.

Respondents should indicate those items in their proposal they consider to be **confidential and exempt from public inspection**. The City will honor any request for confidentiality to the extent allowed by law.

## EVALUATION OF PROPOSALS

The preliminary proposals will be evaluated during the period beginning Monday, August 26, 1991, and ending Friday, August 30, 1991, by the City Administration staff. Three to five respondents will be selected by the City staff to continue to Stage 2, based on an evaluation of the above information.

**Finalist for stage 2 will be asked to provide additional detailed information. This additional information will focus on:**

1. A detailed background check on respondent's success with projects of similar scope and experience with finance and time schedules and demonstrated ability to produce a project which will:
  - (a.) contribute to the image of the City
  - (b.) provide an economical and efficient structure in terms of space utilization and energy conservation
  - (c.) provide and image of quality
  - (d.) compatibility with the surrounding neighborhood.

2. A detailed explanation of their fee system relating to the "Scope of Work" described in this document.

3. An estimated time schedule for the project with special interest on when construction will begin and when the facility will ready for occupancy.

Recommendations on the proposals will be forwarded to the City Council for action. The City Council plans to make a final decision on selection during the month of October, 1991.

Proposal envelopes shall be marked with the name of the respondent and the title of the item: PUBLIC SAFETY FACILITY.

No Proposals will be received or considered after the time indicated above.

A copy of the Request For Proposal documents is available to respondents, for review, at the Office of the City Manager, City Hall, Milwaukie, Oregon. Interested Bidders may obtain one (1) copy of the documents from the City Manager's Office located at Milwaukie City Hall.

All Proposals must contain a statement as to whether the respondent is a Resident Bidder as defined by ORS 279.029.

Proposals may be held by the City of Milwaukie for a period not to exceed ninety (90) days from the date of the opening of Proposals for the purpose of reviewing the Proposals prior to award.

## For further information, contact:

The Office of the City Manager,  
10722 SE Main Street,  
Milwaukie, Oregon 97222,  
telephone: (503) 659-5171.