

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## Director of Education and Development opening

Immediate opening for Director of Education and Development. Dammasch State Hospital is seeking an individual with experience in management and staff training and development to join an administrative staff committed to the principles of total quality management. The Education and Development Department directs teaching and training, assists managers with employee development plans, maintains training records, and manages AV and other training aids. Bachelor's Degree in a management or health care related field is preferred. This is a limited duration position which is scheduled to end June 30, 1993. For information and application phone (503) 682-4600. Equal Opportunity Employer.

## Part Time Security Officer

The Oregon Cutting System Division (formerly Omak Industries) has an opening for a part time security officer to work the day shift, on weekends and holidays, with occasional work on second or third shifts. The successful applicant will have prior experience or training in law enforcement or industrial security. Active duty military may substitute for experience. Requires an excellent driving record, a current driver's license, a background free of criminal convictions, and the passing of a drug test for illegal substances.

We offer above average pay (\$8.79) and pleasant working conditions. THIS IS AN IDEAL PART-TIME JOB FOR A COLLEGE STUDENT OR SECOND INCOME. Applicants may apply in person or send resume to 4909 International Way, Milwaukie, OR 97222.

## OREGON CUTTING SYSTEMS DIVISION BLOUNT, INC.

Job Hot Line 653 4441  
An Equal Opportunity Employer

## Office Specialist 2

\$1478 - \$1942 Monthly  
The Oregon Water Resources Department is recruiting to fill two vacancies in Salem.

**HYDROGRAPHICS SPECIALIST** - permanent full-time. Provide administrative and technical support to the Dam Safety/Hydrographics/Hydroelectric Section. Must have math skills, be technically oriented, and mechanically inclined.

**WATER RIGHTS RESEARCH ASSISTANT** - funded through June 30, 1993. Provide technical assistance and research for public inquiries on Water Right and Well Log information. Must have skills in reading various types of maps, interpretation of laws and statutes, researching property-documents, and public contact/customer service.

To qualify, applicants must have two years of general clerical experience, one year of which included typing, word processing, or other experience generating documents; OR an Associate degree in office occupations of office technology. College coursework in office occupations or office technology will substitute for the required experience on a year-for-year basis. NOTE: Graduation from a private school of business with a certificate in office occupations or office technology may be substituted for one year of general clerical experience.

To be eligible, applicants must be on the Eligibility List through the State Executive Department for the Office Specialist 2 classification. For more information, call the Oregon Water Resources Department at 378-8455, Ext. 282. DEADLINE TO RESPOND: September 25, 1991.

## Help Wanted Temporary Sell Crafts

At indoor Portland exhibit - no leaving town/worker not held resp. if my work is damaged/Tbl. already at show/ 2 days - \$120-Jim Reagan, 5101 Maris Ave., Alexandria, VA 22304. No Calls Please. Info. mailed.

## Child Abuse Intervention Center Manager

Clark County and the City of Vancouver, Washington have joined to create an interdisciplinary, interagency approach to combat child abuse. They seek a highly skilled professional to guide the Center in providing a humanistic, less traumatizing atmosphere for child victims. The Center Manager will advocate for the victims while expediting successful prosecution by coordinating law enforcement, Child protective services, prosecutors, therapists, physicians and other support services staff in the investigation, evaluation and development of case plans. Responsibilities focus on developing and supporting legislation, preparing grant applications, developing and monitoring the Center's budget, and supervising approximately 15 professional and clerical staff members, reporting directly to the 14 member Advisory Board.

The ideal candidate will have considerable experience developing and implementing criminal investigatory activities. Typically, these experiences may be acquired through three years of increasingly responsible work in managing a criminal investigatory function which includes at least one year focused on child abuse cases, and a Bachelor's degree with major course work in justice administration, law enforcement, sociology, psychology or a related field.

Interested applicants may submit a detailed resume and a narrative describing professional experiences and education relative to the position, or contact Clark County Human Resources Department for application materials at P.O. Box 5000, 1013 Franklin St. Vancouver, WA 98668-5000. 9206 0 699-2456 FAX (206) 699-2457. Applications must be received by October 18, 1991.

An Equal Opportunity Employer

## Maintenance

### Lead Maintenance Worker

**Salem-Keizer Public Schools**  
Performs skilled work in the design installation, maintenance & repair of electronic and electro-mechanical systems including: all types of fire detection systems; automated HVAC control system; clocks & public address/intercom systems. Must have knowledge of: National Fire Protection Association (NFPA) Codes; Oregon Electrical Specialty Code; uniform building Code as amended by the State of Oregon and construction practices. Must have four years of increasingly responsible experience including some lead responsibility. Must possess, or be able to obtain a valid Oregon driver's license and a State of Oregon Restricted Energy Journeyman Electrician License w/appropriate endorsements. Complete job description available in Personnel Service. I Salary \$2445 - \$3123/month. Application will be accepted through September 27, 1991. Interested applicants must complete district application forms.

Salem-Keizer Public Schools  
Personnel Services Office  
1309 Ferry St. SE  
Salem, OR 97301  
Phone 1-399-3063  
An Equal Opportunity Employer

### Multnomah County Senior Office Assistant-Risk Management:

\$10.11 per hour; apply by October 4, 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

## Educational Assistant, (MALE)

To assist in activities as planned and scheduled by the classroom teacher and which are required for male high school students. (Includes personal hygiene assistance and training)

REQUIRED: High school graduate. At least 18 years of age. Must be able to lift up to 60 pounds according to established procedures. Six months (or more) experience in a professional setting working with mentally retarded students or six months (or more) training in instructing mentally retarded students.

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, P O Box 301039, Portland, Oregon 97230-9039.

An Equal Opportunity Employer & Drug Free Work Place

## Accounting

### McCaw Cellular Communications, Inc. Cellular One Portland

Cellular One's downtown office current has the following position open:

#### #126 Accounts Payable Clerk

Candidate must possess mathematical and clerical accuracy and have ability to file records accurately. Minimum two years experience in accounting clerical is required. Analytical skills, organizational skills and ability to work cooperatively with variety of departments are essential.

For details about this position call

Cellular One Jobline 789-JOBS

Send your resume to:

**Cellular One**  
People Development/  
#126 A/P Clerk  
409 SW 9th  
Portland, OR 97205-3208

All replies in confidence  
An equal opportunity employer

## Education

### Principal, Alpha High School (Alternative School)

220 Day position

Requires: Successful administrative or supervisory experience at the building level; Oregon Administrative certificate with superintendent or administrator endorsement

Salary \$36,933.42 based on 220 days. Less than 220 days remaining for 1991-92 school year. Salary will be prorated to number of days available on school calendar.

Required MESD applications can be obtained in person at MESD's Recruitment Office, 11611 NE Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive the application materials by mail, please send a legal size 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

### Courier/Mail Clerk

City of Eugene  
Hourly rate: \$4.99 - \$6.76/hr  
Temporary, on-call position assists in delivering mail and supplies between City departments. Must be able to lift supplies and paper up to 70lbs. General office experience desirable. CLOSING DATE: October 4, 1991. Obtain application packet at City of Eugene, Human Resource & Risk Services, 777 Pearl St., Rm 101. Eugene, OR 97401.  
AA/EEO

## Secretary

### Evaluation & Assessment Program

Executive Secretary, Level 5, Duties: Edit, type, proofread & format documents using Microsoft Word & Wang, monitor contracts & assist with preparation of small contracts, arrange conferences for staff & clients, respond to information requests, make travel arrangements & process claims, establish & maintain filing system, prepare forms for ordering supplies, supervise work of support staff.

Qualifications: Secretarial experience with similar responsibilities, able to prioritize and work with & for a team, word processing & computer applications experience using Microsoft Word & Wang, experience monitoring contracts & work schedules, able to type 70 wpm, editing & proofreading skills, able to integrate information about program to communicate between the program & clients, excellent written, oral & phone skills, strong professional presence & excellent interpersonal skills, able to work well under pressure, commitment to equal educational opportunity & equity, experience working with a multi-ethnic/multi-racial staff & clientele.

Salary \$19,710 per annum, excellent benefits. Letter of application & resumes must be received in the Personnel Office by 3:00 p.m., October 1, 1991.

Apply to:

Personnel Office  
Northwest Regional  
Educational Laboratory  
101 SW Main Street, Suite 500  
Portland, Oregon 97204-3212  
Equal Opportunity Employer

## Maintenance Worker I

\$10.57 at entry class No. 445-0991

Metro is recruiting for a Maintenance Worker I who will work under the general supervision of the Facilities Management Supervisor and the daily leadership of the Maintenance Lead worker. This position performs general maintenance and custodial duties in various areas including visitor viewing areas, restaurants, restrooms, office and meeting rooms. The work may involve scrubbing, cleaning, floor maintenance, carpentry, painting and repairs, operation of the garbage truck, special event support and other duties in a variety of unskilled and semi-skilled work related to the daily operations of the Facilities Management Division. This recruitment closes at 5:00 p.m., Monday, September 30, 1991. Applications and supplemental requirements are available at: Metro Personnel Office 2000 S.W. First Avenue Portland, OR 97201 Resumes not accepted AA/EEO Employer

## METRO

### Administrator Employment Opportunity City Administrator

The City of Hoquiam, Washington, is accepting applications for the position of City Administrator. Hoquiam is a City of 9,000 with a budget of \$7 million and 135 employees.

Qualifications include a B.A. in Public Administration, Political Science, Business Administration or a closely related field, and four years of increasingly responsible administrative experience in municipal activities, or an equivalent combination of education and experience. Applicants must possess a valid driver's license.

The salary is \$42,000 to \$46,000. Applications and complete job description may be obtained through the Finance Director, 609 Eighth Street, Hoquiam, WA 98550; area code (206) 532-9330. Applications must be sent to the attention of the Finance Director and postmarked no later than October 13, 1991.

Hoquiam is an Equal Opportunity Employer

## Program

### Representative 2

(Patient Care Review Specialist) \$2,455 - \$3,272

The Senior and Disabled Services Division is recruiting to establish a list of candidates for this vacancy located in Salem.

The position functions in a unique role within the Division by approving medical decisions about the care and type of services and payment for Level 4 and 5 Title XIX clients in long-term care facilities, hospitals or hospital-like settings.

Must have four years of staff technical or professional level nursing experience analyzing or advising/instructing concerning levels of care of clients in long-term care facilities, hospitals or hospital-like settings, monitoring a health program, or performing patient care program reviews. Two years of experience must have been comparable to a Program Representative 1 which involves monitoring, representing and reviewing programs. Valid RN license required. Preference may be given to applicants with long-term care facility experience. For complete application process contact:

Employee Services  
Senior and Disabled  
Services Div.  
RN 503 Public Service Bldg.  
Salem, OR 97310  
Phone (503) 378-8554  
FAX 373-7902  
Announcement Closes  
October 11, 1991



## Senior Management Analyst

Office of Government Relations

\$2,609 - \$3,805  
Class no. 335-0991

Metro is recruiting for a Senior Management Analyst to act as liaison to the Metro Charter Committee for Metro. This will require working with both the Metro Council and the Metro Executive Officer to assure coordination of effort and policy direction. Specific duties will require attendance at all Metro Charter Committee meetings, appropriate Metro Council Committee meetings, as well as participation in related departmental policy discussions. The position will coordinate and prepare appropriate documents and materials for dissemination to the Metro Charter Committee. Bachelors degree in Political Science, Public Administration or a related field; and a minimum of two years experience managing or coordinating complex projects preferably in the legislative arena; or any combination of education and experience which provides the candidate with the knowledge, skills and ability required to perform the duties of the position. This recruitment closes at 5:00 p.m., Friday, September 27, 1991. Applications and supplemental requirements are available at:

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

## METRO

## "IT'S MORE THAN A LIVING... IT'S LIVING YOUR IDEALS!"

IS WOMEN'S HEALTHCARE IMPORTANT TO YOU?

IS REPRODUCTIVE CHOICE IMPORTANT TO YOU?

At Planned Parenthood we promote the health and well-being of the individual, the family, and the community.

Your clinical expertise, your language skills, and your cultural sensitivity are all needed in order for us to effectively serve our diverse communities.

### CLINIC SUPPORT STAFF

We are looking for dedicated individuals to provide medical clinic support in family planning setting. Responsibilities include medical assisting, patient education and patient information systems. Qualified applicant's need a high school diploma/GED and orientation toward patient focused care.

### MID-LEVEL PRACTITIONER

Put your skills to work for a cause you believe in! Looking for mid-level provider (nurse practitioner, physician assistant, certified nurse midwife) for busy ambulatory gyn and family planning clinic. Flexible hours. Qualified applicants will need current licensure in Oregon as a Nurse Practitioner, Certified Nurse Midwife or Physician Assistant and an orientation toward patient focused care.

We offer a competitive salary with full benefit package. All applicants may forward their resume to:

Lauren Hartmann RNC  
Planned Parenthood  
of the  
Columbia/Willamette  
3231 SE 50th  
Portland, OR 97206



## Free Training 31 Different Occupations Men & Women, 16 - 22 Obtain High School Diploma/GED

Contact, Ollie Smith  
(503) 284-4563, or  
1-800-452-5218

