

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

TCI Cablevision Of Oregon, Inc., an Equal Opportunity Employer, currently has a full time opening for the following position:

Marketing Specialist Drug Test Required of Final Applicant

Qualifications: Proven track record demonstrating successful professional sales techniques to business and residential consumers. Experience directly managing employees. Digital Music Express. Applications accepted until: Filled

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

Counselor Part-time

Shelter Care Coordinator for intake, supervision, certification of shelter homes within Boys and Girls Aid Society shelter home system. Support to shelter families involves some evening and weekend work. Bachelor's degree in child welfare, juvenile justice, or related field, or equivalent experience plus ability to work in multicultural settings preferred. Salary based on full-time annual salary range, \$15,436 to \$26,556. For application, call (503) 222-9661, ext. 247. EOE

COUNSELOR/CASE MANAGER

Full and part-time position available with Boys and Girls Aid Society. Experience working with adolescents and families plus case coordination skills required. Masters degree and education and experience in drug and alcohol plus ability to work in multicultural setting preferred but Bachelors degree combined with experience will be considered. Full-time salary range \$15,436 to \$26,556. Pick up application at 18 SW Boundary Ct. or call 503-222-9661, ext 228. EOE

Engineer/Operation Director

Coos Bay-North Bend Water Board, Coos Bay, Oregon (Minimum Salary: \$3,400/mo) - Major municipal water system on Southern Oregon coast is recruiting for an individual to fill the newly created position of Operations Director. Under administrative direction of the General Manager, person selected will be responsible for coordination of source of supply, water treatment, distribution system, construction and engineering function; plans and designs all water facilities.

Requires license to practice professional engineering in State Of Oregon, land surveying license a plus but not required; requires extensive knowledge of civil or mechanical engineering principles and practices as applied to construction and maintenance of water systems; requires completion of four-year college curriculum in civil or mechanical engineering, five years of experience in practice of engineering including responsible supervisory work in construction and maintenance of public works projects or any satisfactory equivalent combination of experience and training. Person selected will be a strong hands-on type with excellent people skills and ability to maintain good working relationships with employees, other public officials, contractors, and the general public. Possession of an Oregon Water Works Operator Certificate WD3, WT3 or both or ability to obtain same within one year is required.

In addition to salary, an excellent package of fully paid employee benefits including family medical coverage is provided. For further information and required application form, contact General Manager, Coos Bay-North Bend Water Board, P.O. Box 539, Coos Bay, Oregon 97420 or call (503) 267-3128. Closing date for applications to be accepted: November 15, 1991.

Ball and Chain

Tired of living payday to payday? Insulting wages, and never having enough time? Join our team where you're more than just a phone number. Call 520-0675.

Utility Lead

Memorial Coliseum

Starting Salary: \$9.76/hour We're looking for a reliable, responsible, well-groomed individual to perform custodial and set-up functions at any MERC facility.

Minimum of two years experience in a similar position. Must have a valid drivers license. Must be available and willing to work all days, all shifts, including evenings, weekends and holidays. Willingness to be CPR-certified is mandatory. You must be able to stay personally clean and presentable while doing dirty work. Applications available to residents of our First Opportunity Target Area only, boundaries are the Banfield Freeway on the South, NE 42nd on the east, N Chautauqua including Columbia Villa on the West and N Columbia Bv. on the North. Applications available: October 11 - October 24, 9:00 am through 5:00 pm, Memorial Coliseum Personnel Office, 1401 N. Wheeler. An Equal Opportunity/Affirmative Action Employer

Opening - Radio Announcer

Seek Friendly One-to-One Communicator
Minimum 5 years radio experience. Send tape and resume to:
P.O. Box 14957
Portland, OR 97214

Secretary

Administrative Asst Secretary

Executive Services Division Oregon State Bar

This position provides primary administrative and secretarial assistance to the Executive Director and Special Assistant to the Executive Director. The Assistant composes and types a wide variety of correspondence requiring detailed knowledge of bar and division functions. This position is responsible to prepare documents, coordinate the work flow and special projects, assist with all related arrangements for Board of Governor meetings that are held throughout the state.

Position handles confidential and sensitive materials on a recurring basis. Handles routine administrative matters as assigned.

Candidates should have strong office organization skills and ability to manage multiple priorities. Needs include excellent interpersonal, communication and conflict management skills. Requires a strong knowledge of personal computer skills with experience in WorkPerfect software needed. Experience needed includes five years of progressively responsible experience in secretarial and/or administrative type office work including supervisory experience, preferably in a corporate or government setting. Course work or an associate degree in business or public administration preferred.

Salary range starts at \$1594 per month with excellent benefits.

Apply immediately, send resume with a cover letter to Personnel Officer, Oregon State Bar, Attn: ESD, 5200 SW Meadows Road, Lake Oswego, OR 97035-0889. Deadline for application is October 25, 1991.

Equal Opportunity Employer

Secretary

Assist VP of Programs and Dept. of Ed. at premier soc. service agency. Req: high school grad plus 2 years higher ed.; WP5.1 and Lotus; 65 WPM; dict.; office skills. Also coord. volunteers Sal. \$16-\$17.5K. Closes 10/31/91. Contact: Ms. Sanders, Urban League, 10 N. Russell St., 97227, or call 280-2600. E.O.E.

Dream Job

Fast growing national marketing company seeks outgoing, self motivated individuals. We need people now! 520-1074.

Call Now

Training Company seeks highly energetic adventurous individual who likes to make friends, travel and have fun.

Call immediately 520-0795.

Research Assistant/ Marine Technician

To assist in the collection and processing of oceanographic data. Specific duties will be varied, but will include: 1) design and assembly of oceanographic instruments and moorings; 2) data processing, archiving, and report preparation; 3) management of field program logistics, including equipment preparation, calibration, and shipping; 4) instrument deployment and retrieval. Minimum requirement is a B.S. in oceanography, physical sciences or engineering, and at least 5 years experience in a related position. It is anticipated that the position will require approximately 1 month per year at sea. Proven ability to work effectively at sea is highly desirable. The successful applicant must be able to work with minimal supervision, have demonstrated organizational skills and be mechanically adept. Salary \$36,000-\$42,000, depending on qualifications and experience. The position is available initially for a period of 16 months, but may be renewed subject to satisfactory performance and availability of funds. Resume with names, addresses and telephone numbers of two academic or employment references must be received by 18 November 1991 by: Dr. L. Padman, College of Oceanography, Oregon State University, Cc. Admin. Bldg. 104, Corvallis, OR 97331-5503. Oregon State University is an AA/EO employer and has a policy of being responsive to the needs of dual-career couples.

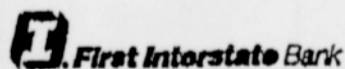
Banking

Residential Loan Officer

We have an immediate opening in our Community Lending Center for a Loan Officer experienced in residential lending and with a commitment to service excellence. The successful candidate will have extensive knowledge of all mortgage products, and will have demonstrated skills in FHA loan origination. A proven background in business development is essential.

This is a unique opportunity to work with a team of professionals in meeting the needs of potential home-buyers in Portland's North and Northeast metro areas. A structured call program will include First Interstate Bank branch referral sources, as well as local realtors and brokers (Job #4462).

We offer a competitive salary and benefits package. Interested individuals may apply in person or submit resume at the Human Resources Department, 13th Floor, at our Headquarters Building in Portland at 1300 SW 5th between the hours of 10:00 AM - 4:30 PM Monday - Friday, by October 24, 1991.



Equal Opportunity Employer.
We promote a
Drug-Free Workplace.
Job Opportunity Hotline
(503) 778-8188

Receptionist

Part-time for busy law office. Must be able to work afternoons. Duties include handling walk-in clients, busy telephones, and intake procedures, as well as various clerical duties. Ability to relate to the low income community essential. Minimum of 2 years related experience. Salary dependent on experience. Excellent benefits. Bilingualism preferred. Send resume to: Nancy Snow, Family Law Center, 310 SW 4th, #1020, Portland, OR 97204 by October 25, 1991. Equal Opportunity Employer

Sales/ Sales Management Just Do It

Seeking (2) key people who can train and help run my business. Must like people, challenges and having fun at work.

Call 520-0228.

Associate Mechanical Engineer

\$2,701 - \$3,278/mo.

Planning and engineering design of construction and maintenance projects as applied to electric, water, and steam utility systems. Knowledge of steam and hydro-electric generation facilities preferred. Graduate of a college or university having a four year accredited engineering curriculum in mechanical engineering or related engineering field, or equivalent combination of experience and education. In lieu of education, minimum of six years experience working in mechanical engineering under the direction and guidance of a registered professional engineer plus an Engineering Fundamentals Certificate, or two years' experience in mechanical engineering with an Engineering Technology Degree. Valid driver's license required.

For information contact:
Eugene Water & Electric Board,
P.O. Box 10148, Eugene, OR
97440 or (503)
484-2411 ext., 3012.
Position closes Friday
November 8, 1991 at 5:00 p.m.
Equal Opportunity Employer

Finance Director

Coos Bay-North Bend Water Board, Coos Bay, Oregon (Minimum Salary: \$3,200/mo. - Major municipal water system on Southern Oregon coast is recruiting for an individual to fill the newly created position of Finance Director. Under administrative direction of the General Manager, person selected will be responsible for coordination of the data processing, general accounting, customer accounting, customer field services, and related functions; performs duties of computer system analyst.

Requires extensive knowledge of accounting principles and practices, especially as they pertain to public agencies and laws, rules and regulations governing financial operation of water system; requires completion of four-year college curriculum in accounting, finance or business administration, five years experience in finance and accounting with a public agency, five years responsible charge of a data processing function for a comparable organization, specialized training in computer operation and software programming or any satisfactory equivalent combination of experience and training.

Persons selected will be a strong hands-on type with excellent people skills and ability to maintain good working relationships with employees, other public officials, and the general public. Knowledge of or experience with the IBM Unix system is preferred. In addition to salary, an excellent package of fully paid employee benefits including family medical coverage is provided.

For further information and required application form, contact General Manager, Coos Bay-North Bend Water Board, P.O. Box 539, Coos Bay, Oregon 97420 or call (503) 267-3128. Closing date for applications to be accepted: November 15, 1991.

Ticket Seller

\$7.14/hour Union Part-time

We're looking for people with one year experience handling money and working with the general public to sell tickets at the facilities of the Metro E-R Commission (Coliseum, Stadium, Performing Arts Center, Oregon Convention Center). High school level math skills. Computer experience preferred. Banking or retail/cashier experience preferred.

Applications available October 16-29 to residents of the First Opportunity Target Area, boundaries: Banfield Freeway on the South, NE 42nd on the East, N Chautauqua including Columbia Villa on the West and N Columbia Bv on the North.

Apply in person at Memorial Coliseum Personnel Office, 1401 N Wheeler. Call the Jobline 230-6711 for other job info.

An Affirmative Action/Equal Opportunity Employer

Chief Of Police

Portland International Airport

The Port of Portland has an opening for Chief of Police at Portland International Airport.

The successful candidate will:

1. Provide leadership and management to the Port Police Department to ensure law enforcement services are provided at PDX.
2. Work with the Police management team to develop policies, procedures and long-range plans for the operation of the department.
3. Maintain a positive, professional and service oriented image for the department.
4. Maintain positive working relationships with other metro-area law enforcement agencies.
5. Ensure the PDX security plan complies with FAA requirements.
6. Administer, monitor, and maintain the Airport Operator's security plan in accordance with FAR Part 107.
7. Manage the Airport Communication Center.

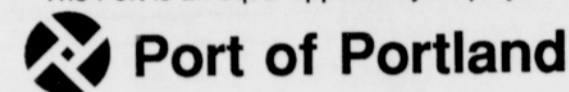
Preferred Qualifications:

- Current certification by the Board of Police Standards and Training.
- Degree in law enforcement, social sciences, or management or equivalent experience.
- Advance degree preferred.
- Progressively responsible positions as a professional law enforcement officer.
- Experience effectively supervising a law enforcement function.
- Knowledge of FAR Part 107.

The port offers a competitive salary in addition to a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, October 18, 1991.

The Port is an equal opportunity employer



Administrative Coordinator

The Port of Portland has an opening for an Administrative Coordinator to supervise administrative support for Aviation Planning and Properties Development staff.

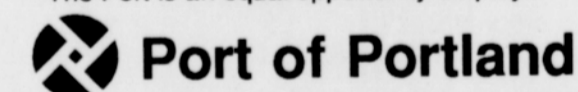
The successful candidate will:

- Hire, supervise, train and coordinate administrative staff.
 - Prepare and monitor budgets.
 - Administers department purchasing system.
 - Assist in set-up and operation of CAD (Computer Aided Drafting) systems.
 - Manages and supervises contract administration.
 - Arranges and executes special events.
- Preferred Skills and Qualifications:
- Course work or equivalent in office procedures and business correspondence
 - Understanding of project planning
 - Experience with budgets
 - Advanced personal computer skills in Lotus 1-2-3, Excel and WordPerfect.
 - Strong interpersonal and communication skills
 - Ability to coordinate and prioritize a variety of projects and administrative functions with limited supervision
 - Prior supervisory experience

In addition to a starting salary of \$22,068 to \$25,654, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, October 18, 1991.

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Administrative Coordinator

The Port of Portland has an immediate opening for an Administrative Coordinator at the Portland International Airport to perform all invoicing functions and to provide clerical support to the Aviation Finance Department.

Preferred Experience and Qualifications:

- Previous experience in office management.
- Demonstrated experience in accounting, purchasing, and invoicing systems.
- Ability to use micro computers and related software such as (Microsoft Windows, WordPerfect, and Lotus 1-2-3).
- Ability to work independently with a minimum of supervision.
- Effective written and verbal communication skills.
- Ability to handle inquiries and complaints.

In addition to starting salary of \$18,115 to \$20,401, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5:00 p.m. Friday, October 18, 1991.

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