

# CLASSIFIEDS

■ Advertising  
■ Employment  
■ Bids/Sub-Bids

## Principal Executive/ Manager C Policy Analyst

**\$2614 - \$3680 Monthly**  
The Oregon Department of Forestry currently has an opening in Salem for a Principal Executive/Manager C, Policy Analyst. This announcement is to fill the current vacancy. Submit an application now if you wish to be considered for this job classification. The Policy Analyst provides assistance to the Program Director in policy analysis for Department executive staff and the board of Forestry. The analyst acts as the primary contact in coordination of Department programs at a policy level with other state and local government agencies; assists in studies and analysis projects; and in preparation of reports related to Oregon's forest resources and Department goals and objectives; and assists in coordination and development of forest resources programs for Oregon. This position deals with sensitive policy-level information as related to forest land use and management, and water resources planning. Qualifications are: five years of progressively responsible experience in supervision or staff technical or professional level work related to a program of the employing agency. Experience must have included at least one year of project leader responsibility involving such areas as: development of program rules and policies; long and short range goals and plans; program/project evaluation; or budget preparation. A bachelor's degree or coursework in a field related to a program of the employing agency may be substituted for up to three years of the required experience. Preference may be given to candidates with experience in natural resource policy development.

Announcement closes January 29, 1992. Contact Department of Forestry Personnel Section, 2600 State Street, Salem, OR 97310, (503) 378-2565 for job announcement, test questions, and applications.

## Electric Distribution Supervisor

The distribution engineering section is responsible for the planning, design, estimating cost for and coordinating electric system distribution with heavy emphasis on positive customer contact. Requires eight or more years in design application of electric distribution systems, including at least two years of demonstrated supervisory and management skills. Experience may be reduced by four years if accompanied by a four year electrical engineering degree. \$3,837 - \$4,960/per month.

For applications packet contact: Eugene Water & Electrical Board  
PO Box 10148  
Eugene, OR 97440  
(503) 484-2411 ext., 3012  
Application close - March 1, 1992  
Equal Opportunity Employer

**Library Development Administrator.** The Oregon State Library is seeking an experienced individual to manage its library Development Services Division. Responsibilities include managing state and federal grant programs, consulting with local libraries, and planning for statewide library development. The successful candidate will have an ALA-accredited MLS and six years of progressively responsible library experience including at least two years of management experience. Compensation range is \$37,352-\$50,107. Application information is available from Barbara Columbus, Oregon State Library, State Library Building, Salem, Oregon, 97310, (503) 378-4243. Application deadline is February 14, 1992. The Oregon State Library is an equal opportunity, affirmative action employer committed to cultural diversity.

## Brass Bed

### Home Furnishings

Beautiful queen size head board, foot board and frame with firm orthopedic mattress set, \$375.00. Never used. Call at 784-4452.

## Director of Regional Development, Vancouver

Washington State University is seeking a Director of Regional Development for its new branch campus in Vancouver, Washington. This is a permanent, full-time administrative/professional senior staff position with the WSU foundation. The starting date is April 1, 1992. The salary is competitive. This person will be expected to enhance and develop public relations for WSU in the Vancouver-Portland area, direct the individual and corporate donation process for WSU/WSU Vancouver, provide liaison activities with the WSU Foundation and constituent groups, and assist the dean with other duties as requested.

Qualifications require a bachelor's degree, strong oral/written communications and interpersonal skills, three years' experience in advancement with an educational institution; or five years' related experience with another organization (hospital, art group, health organization, sales and/or marketing). Major gift fundraising, advanced degree and familiarity with computer support systems are preferred.

Applicants should submit a letter of application, resume and a list of at least three references to: H.A. Dengerink, Ph.D., Campus Dean, Washington State University, 1812 E. McLoughlin Blvd., Vancouver, WA 98663-3597 and to Sharon Chapin, Associate Director of the College of Science and Arts, W. 345 Main Street, Pullman, WA 99163. Materials review will begin February 7, 1992. WSU is an equal opportunity/affirmative action employer. Protected groups are encouraged to apply.

## Homes Sale Sub. SW

\$3100 To \$5100 TOTAL MOVE-IN COST. \$69,000-\$95,000 homes, payments from \$655/mo-\$873/mo. Example, \$90,000 home, \$4000 down payment, 9% 30yr fixed interest, \$717 PITI/mo. net after tax adjustments. PGE Super Good Cents Home. Secluded, wooded, suburban SW area. 36,000 mium family income to qualify. CCB#70270. 682-6821

## Accounting Billing Clerk

Electrical Construction Company has immediate opening in their construction billing department. Requirements: 10 Key, PC, Lotus, General Office skills, good in math. Accuracy and ability to organize a must. Salary commensurate with experience. Send resume to: Electrical Construction Company, P. O. Box 10286, Portland, OR 97210. Attention: Chris

Equal Opportunity Employer

## McCaw Cellular Communications, Inc. Cellular One #160 - Receptionist

Our downtown office receptionist will serve as the initial goodwill representative of Cellular One in greeting all guests and visitors to our office. This receptionist will operate an AT&T switchboard, receive subscriber payments and issue receipts and provide general office support with miscellaneous projects.

Candidates must have excellent verbal communication skills and be able to work effectively in a fast-paced environment. Switchboard/multi-line experience and word processing skills are required.

Send your resume referencing the above number/title to:

## Cellular One

People Development Dept.  
409 SW 9th  
Portland, OR 97205  
Cellular One jobline 789-JOBS  
All replies in confidence  
An equal opportunity employer

## Teaching Position

Full time English for Fall 1992. Requirements: 3-5 years experience. Masters degree in Literature or equivalent experience. Application deadline January 15, 1992. Send resumes to: John Keyes, The Catlin Gabel School, 8825 SW Barnes Rd., Portland, OR 97225

## City of Portland

Affirmative Action Recruiter - to \$2,831/mo

For more info/closing dates call (503) 823-4573 (24 hr job information)

No resumes please.

Bureau of Personnel  
1220 SW 5th Ave., First Fl.  
Portland, OR 97204

Apps also available at:

Urban League  
10 N Russell



Minorities, females and disabled encouraged to apply.

Information Systems

# JUST DO IT.

Every time we at NIKE set a new performance record in the athletic footwear and apparel industry, we also set new goals. Because when it comes to achievement, there is no finish line—only new milestones to be won.

Currently, we have outstanding opportunities available for the following:

### Librarian

You will be responsible for the overall management of information and materials kept within our Information Services library. Specifically, you will verify updates to reference material, establish and maintain an effective cataloging system, add publications as needed, and circulate materials. Also, you will provide extensive Information Technology research services and prepare/control the department budget. Qualified candidates will have a Bachelor's degree and 2-3 years' library administration experience, or, 4-5 years' directly related experience. Good problem solving and interpersonal skills essential, as is the ability to handle 10-20 pound packages. (Refer to Job #WC-1722).

### Help Desk Manager

In this role, you will plan, direct and manage our Help Desk. This will involve selecting, training, managing and developing staff, preparing and controlling the departmental budget, and establishing/maintaining an efficient physical Help Desk arrangement. A Bachelor's degree and at least 5 years' experience managing a Help Desk are required for this position, or, qualified applicants will have 7 years' directly related experience. A thorough understanding of computerized Help Desk processes, supervisory experience and excellent problem solving skills are also essential. Good communication skills are important, as you will work with many individuals within our organization. (Refer to Job #WC-1723).

### Publications Specialist

Your charter will be to support the Publication needs of our Information Services Group. Specific responsibilities will include supplying graphic art, providing the focal point for the production of printed material, distributing information to the appropriate people, and providing supervision to the Technical writing staff. At least 2 years' experience supervising a technical publications department is required, as are graphic design and technical writing skills. A thorough knowledge of publications and distribution, and strong problem solving, negotiating, and interpersonal skills are essential. (Refer to Job #WC-1725).

### Business Support Supervisor

We are seeking a professional to plan, direct and manage the business support activities of our Information Systems Group. This will involve overseeing departmental staff, preparing and maintaining the department budget, supervising the creation and processing of purchase orders, and interacting with vendors and NIKE personnel to coordinate orders. We will count on your excellent communication skills as you provide customer service support, develop/implement an interactive Budget Control System, and assist in the initiation of contracts. Other duties will include tracking legal reviews, assisting department managers with vendor negotiation, and developing/managing a billing chargeback system. To qualify, you should have a Bachelor's degree (including advanced coursework), or equivalent experience in business administration/finance with 3 years of successful administrative management experience (including negotiating and customer service), or at least 5 years' directly related experience. Knowledge of purchase order processing and billing, and excellent supervisory, problem solving, communication, and computer skills required. (Refer to Job #WC-1726).

NIKE offers competitive salaries, generous benefits and the satisfaction of working for a world-recognized leader. For immediate consideration, apply in person or send your resume, indicating the appropriate reference number, to NIKE Employment Center, 3700 Murray Blvd., Beaverton, OR 97005. We are an equal opportunity employer.



**Health educator** to coordinate Peer Health Advising Program and assist in health programs. Work with Health Education Director to expand health promotion and prevention outreach programs on the university campus.

Full-time, 9 month academic position. Reports to Health Education Director. Excellent salary, benefits and working conditions. Master's degree in health ed. and work experience in health education field required. Health promotion activities experience with college age population preferred.

Applications, resumes or information requests may be addressed to: Joanne Frank, Health Education Director, Student Health Center, University of Oregon, Eugene, OR 97403. (503) 346-2728. Application closing January 10, 1992 University of Oregon is an Equal Opportunity/Affirmative Action employer and committed to cultural diversity. Women and minorities are encouraged to apply.

## Youth & Family Therapist

Half-time position w/possible transition to full time. Provide brief counseling to families, groups & individuals. This position offers co-therapy opportunities, work w/ students & interns, training resources, competitive salary & liberal benefits package. LCSW supervision provided.

Qualifications: Masters degree in related area, experience working w/families preferred. Send resume by Jan. 15th. Attn: Clinical Coordinator, North Portland Youth Service Center, 7704 N. Hereford, Portland, OR 97203. Equal Opportunity Employer.

## Vocational Rehabilitation Counselor

(Entry Level \$1737-\$2303/mo.) State of Oregon, Vocational Rehab. Div. (VRD). Klamath Falls Ore. Office. Wide range of employee benefits. Must meet Ore. min. qualif. Contract your local Employment Div. Office for Announcement. #OC910038B, and State Civil Service app. EOE, A/A.

## Sub-Bids Requested

Emanuel Hospital & Health Center  
Remodel of 4th Floor, Emanuel Central, South Wing  
C.A.R.E.S. Program  
Portland, Oregon

Bid Date: Tuesday, January 7, 1992 @ 12:00 NOON

### Andersen Construction Co., Inc.

6712 N. Cutter Circle  
Portland, OR 97217  
(503) 283-6712  
FAX: (503) 283-3607

Soliciting Quote on All Phases of Work  
Excluding Mechanical & Electrical.  
Prevailing Wage Requirements Apply.

We are an equal opportunity employer and request sub bids from disadvantaged, minority, women, and emerging small business enterprises.  
Oregon Contractor's Board Registration #63053

## Sub-Bids Requested

Odd Fellows Home Of Oregon

Bid Package #2

Street Improvements Adjacent to

Odd Fellows Holgate Center

Portland, Oregon

Bid Date: Thursday, January 9, 1992 @ 2:00 P.M.

### Andersen Construction Co., Inc.

6712 N. Cutter Circle  
Portland, OR 97217  
(503) 283-6712  
FAX: (503) 283-3607

We are an equal opportunity employer and request sub bids from disadvantaged, minority, women, and emerging small business enterprises.  
Oregon contractor's Board Registration #63053

## Holladay Park Medical Center



1225 Northeast 2nd Avenue  
(503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member

## City Of Gresham Mechanically-Cleaned Bar Screen Prequalifications due 2:00 p.m. January 23, 1992 Invitation To Prequalify

Prequalification submittals will be received by Gregory E. DiLoreto, Director of Department of Environmental Services, for the City of Gresham, Oregon (OWNER) at 1333 N.W. Eastman Parkway, Gresham, Oregon 97030, until 2:00 P.M., local time on January 23, 1991.

The proposed Work provides for the furnishing, delivery, and installation of two mechanically-cleaned bar screens for the Gresham Wastewater Treatment Plant located near the intersection of Sandy Boulevard and Northeast 201st Avenue in the City of Gresham, Oregon. The Work will include removal of the two existing bar screens with all appurtenances, an installation check, startup, adjustment, and training services.

All submittals must be in accordance with the Bar Screen Prequalification Solicitation documents on file at the office of Black & Veatch, 5000 S.W. Meadows Road, Suite 131, Lake Oswego, OR 97035.

Copies of Solicitation Documents for use in preparing submittals may be obtained from the Engineers-Architects at the address stipulated above at a charge of \$20.00 for the first set and \$10.00 for each additional set. No refunds will be made.

When the Work is bid, prequalification of Bidders will be required. Bids received from Bidders who are not prequalified will not be opened.

The successful Contractor and all Subcontractors will be required to conform to the labor standards set forth in the Contract Documents.

Prequalified suppliers on this Work will be required to comply with the Title VI of the Civil Rights Act of 1964 and the Copeland (Anti-Kickback) Act, as indicated in the Contract Documents.

Prequalified suppliers on the Work will be required to comply with the President's Executive Order 11246 of September 24, 1965, as amended. The requirements for Contractors under this order will be indicated in the Contract Documents.

Any contract or contracts awarded under this Invitation to Prequalify are expected to be funded in part by a grant from the United States Environmental Protection Agency. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this Invitation to Prequalify or any resulting contract. Procurement will be subject to regulations contained in 40 CFR Part 33. These regulations will be contained in the Contract Documents.

The Owner reserves the right to reject all Prequalifications submittals, to waive informalities and to reject nonconforming, nonresponsive, or conditional Prequalification submittals.

The City of Gresham is an equal opportunity employer

By order of the City Council  
1333 N.W. Eastman Parkway  
Gresham, Oregon 97030  
GSO.A.000463

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