

CLASSIFIEDS

- Advertising
- Employment
- Bids/Sub-Bids

Educational Assistant/ Alternative Schools

4 hrs day/190 days school year
To assist in child care and nutrition activities with teen moms and pregnant students; Salary \$9.91/hr Application Deadline: 5:00 pm, 1/16/92
Requires: High school graduate or equivalent; valid driver's license; driving record acceptable to agency carrier; vehicle available for on-the-job use.
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, send a self-addressed, stamped legal size 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

Receptionist

Criminal Defense Agency. Busy phones plus some clerical duties and typing. Salary negotiable. Send resume postmarked by January 18 to Federal Public Defender, 851 SW Sixth, Suite 1375, Portland, Oregon 97204. EEO employer.

Nursing Public Health Nurse

Full Time and On-Call positions are available in our Home Health Agency. Positions require BSN degree in nursing, current RN lic. OR & WA, on-the-job transportation, and 1 yr. Med-Surg exp. are required. Prefer Home Health, Oncology/Hospice, IV and Acute Care experience.
Please apply in person to Kaiser Permanente, Human Resources, 3600 N. Interstate Ave., Room 110, Portland.
Equal Opportunity Employer
Handicapped Hired

Program Representative

\$2097 to \$2787.

Positions with the State of Oregon, Dept of General Services, in Salem. Responsible for purchasing; use and promote new automated Purchasing System to State and local Govts. Computer, marketingsales, and problem solving skills desirable. Purchasing experience a plus. For detailed announcement and job app, call 378-4697 by 5:00 pm, January 15. Affirm Action/Equal Opportunity employer.

Help Wanted

Extra Income '92

Earn \$200-\$500 weekly mailing 1992 travel brochures. For more information send a addressed stamped envelope to: J.R. Travel, P.O. Box 612291, Miami, FL 33161.

Dental Dental Assistant

(Part Time And On Call Openings) Why Should You Consider Joining Our Highly Skilled Team Of Dedicated Professionals?

Work WITH rather than FOR the dentist
Strict standards for infection control

State-of-the-art equipment
Long term career growth and administrative opportunities
Continuing Education/Professional Development Program

If you currently possess an Oregon Radiology certificate; have at least 1 year of experience as a Dental Assistant OR are a graduate from an ADA accredited program and are interested in exploring employment opportunities, please call our Dental Personnel Specialist for an interview, 721-6900 or apply in person at Kaiser Permanente Dental Administration, Montgomery Park Building, 2701 N. W. Vaughn, Suite 150, Portland, OR
Equal Opportunity Employer
Handicapped Hired

Receptionist

Criminal Defense Agency. Busy phones plus some clerical duties and typing. Salary negotiable. Send resume postmarked by January 18 to Federal Public Defender, 851 SW Sixth, Suite 1375, Portland, Oregon 97204. EEO employer.

Secretary/Clerk

Secretary/Clerk for Portland Office of American Friends Service Committee. We need someone with great skills. Word processing required. Bi-Lingual in Spanish and English preferred. Good pay/benefits. Resume to AFSC, 2249 E. Burnside, Portland, OR 97214 by January 15, 1992. Call 230-9427 for more information. Women, people of color, gay, lesbian and differently abled persons are encouraged to apply. An Equal Opportunity employer.

Economic Opportunity Committee Of Clark County, Inc.

In anticipation of expansion to begin in mid-January:

- 2 Teachers - BA in Education, prefer ECE. One yr. paid experience with 3-5 year olds in pre-school setting. Experience supervising adults. Placement expected at \$9.51/hr.
- 2 Teacher Assistants II - AA in ECE or CDA and one year experience with 3-5 year olds in pre-school setting. Placement expected at \$7.05/hr.

Positions to begin mid-January following grant approval. Positions require dependable automobile, driver's license, and insurance. Obtain EOC application, position announcement, and job description 9am-4pm, Mon.-Fri., EOC Office, 10621 N. E. Coxley Drive, Suite 207, Vancouver, WA (206) 896-9912, Beginning January 6, 1992.

Completed applications must be received in EOC Office by 4 pm, January 15, 1992.
EEOC/AA

Executive Director

Experience in fundraising, program development, public relations, budget and computer skills. This is a non-profit agency dealing with recovering women and families. Part time 13,000.

Send resume to:
Executive Director Search
3535 N. E. Mallory
Portland, OR 97212
Deadline Jan. 15, 1992

Accountant, Associate

Major Portland Utility is accepting applications for an Entry Level Cost Accounting position. Candidate must have successful exper. in Accounting/or degree, PC background, be creative & analytical possess good organizational/communication skills. Salary \$24,000 to \$30,790. Send Resume to: Ms. Bond, Portland Water Bureau, 1120 SW 5, 6th Floor, Portland, OR 97204.
Equal Opportunity Employer

Security Supervisor

Oregon Convention Center

Salary: \$20,568/year. Full time

Supervises security agents scheduled to work at Oregon Convention Center, including hiring & training. Evaluates operation by written report. Monitors surveillance and communications equipment. Detains and/or arrests persons in violation of laws.

Two years experience in law enforcement; public facility experience preferred. Supervisory experience. Must be able to work all shifts, all days. H.S. diploma or GED required; supplementary law enforcement/security training preferred. Legible handwriting.

Applications available to residents of the First Opportunity Target Area (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). Call the Jobline 230-6711 for other job information.

Apply In Person: December 31-January 14, 9:00 am through 5:00 pm, Memorial Coliseum Personnel Office, 1401 N. Wheeler.
An Equal Opportunity/Affirmative Action 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



Restaurant Management



SEEKING ENTRY LEVEL MANAGEMENT CANDIDATES

Starting in 1972 with a single restaurant, we've grown to where we now operate 29 restaurants in the Portland/Vancouver metropolitan area.

We're looking for individuals who've had experience as a head wait person, production leader or lead cook...

If you are mature, enthusiastic and have PRIDE, come over to Burger King. Most of our Assistant Team Leaders (management) salaries begin at \$15,400 and they can make as much as \$29,000. We have excellent training programs and benefits package.

Restaurant Management Northwest Inc. is a franchise of Burger King Corporation.

Come into our main office & fill out an application or send your resume to: Restaurant Management Northwest, Inc., 1410 SW Jefferson, Portland, OR 97201. Attention: Dave McCartney, Director of Human Resources.

Equal Opportunity Employer



Secretary

The Port of Portland has an opening for an experienced secretary to provide clerical support to staff in the Real Estate Management and Development Department.

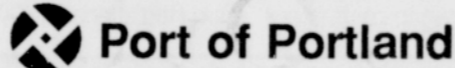
The successful candidate will:

- Wordprocess and edit proposals, leases, correspondence, and memos
- Develop and maintain relational databases
- Answer phones, distribute mail, maintain filing system, arrange meetings, and coordinate travel arrangements
- Responsible for computer network administration

Preferred Education And Experience

- Demonstrated expertise in the use of PC software, including database, word processing, spreadsheet, and mainframe applications
- Experience providing secretarial support to several staff members
- Excellent oral and written communication skills, including proofreading and editing

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, January 10, 1992.



Customer Support Analyst I

Requires: Experience as a customer of data processing services or technical experience in data processing or combination; evidence of completion of 50 classroom hours of formal training in data processing or equivalent job-related experience; a valid driver's license and vehicle available for use on job.

Hours for the first 6-8 months, 5:30 am - 2:00 pm.

Salary: \$11.36/hr. Application Deadline: 5:00 pm, 1/24/92

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. To receive the application materials by mail, please send a self-addressed, stamped legal envelope to Multnomah Education Service District, Attn. Recruitment office, P. O. Box 301039, Portland, Oregon 97230-9039.

An Equal Opportunity Employer & Drug Free Work Place

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.

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

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.

Property Manager

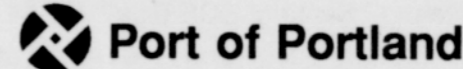
The Port of Portland has an opening for a Property Manager in its Real Estate Management and Development Department. The successful candidate will:

- Prepare and implement a property maintenance program for building, grounds, street rights-of-way, recreational facilities, and other facilities
- Manage and direct the day-to-day activities of the landscape maintenance crew
- Coordinate and manage the operation of the industrial and business park properties
- Enforces lease provisions and Codes, Covenants and Restriction (CCR's)
- Prepares maintenance plans and related budgets and cost effectiveness studies
- Manages the Common Area Maintenance program within the business and industrial parks

Preferred Education And Qualifications

- Course work or experience equivalent to a degree in facilities management, property management, construction management, or related field
- Certified property manager
- Five years as a property manager for large commercial and/or industrial properties
- Expertise in all phases of building and property maintenance
- Experience using personal computers
- Experience in managing construction and maintenance contractors
- Experience in budgeting and cost-efficiency analysis
- Supervisory experience
- Excellent oral and written communication skills

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, January 10, 1992.



Administrative Assistant

The Port of Portland has an opening for an Administrative Assistant to assume administrative responsibility for the Real Estate Management and Development Director and to provide budget and financial reporting assistance to the department Business Manager.

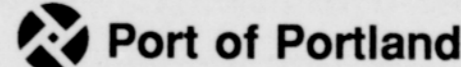
The successful candidate will:

- Participate in preparation of operating and capital budgets
- Prepare and analyze quarterly financial reports
- Monitor and maintain financial reporting systems
- Manages department local area network
- Provide secretarial support to Director

Preferred Education And Experience

- Course work or experience in secretarial science and business administration
- Demonstrated expertise in PC software application, mainframe systems, and local area networks
- Excellent written and oral communication skills
- Previous experience in executive secretarial or administrative position
- Good analytical skills
- Financial or accounting background

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, January 10, 1992.



Contracts Administrator

The Port of Portland has an opening for a Contracts Administrator in its Real Estate Management and Development Department.

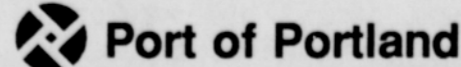
The successful candidate will:

- Maintain, modify, and administer computerized real estate contract management system
- Responsible for departmental revenue control of proceeds from land sales, leases, common area maintenance assessments, and revenue bonds

Preferred Education And Experience

- Course work or experience equivalent to a degree in contract management, business administration, real estate, property management, or other comparable areas
- Skill in managing several ongoing projects concurrently
- Excellent written and oral communication skills
- Ability to analyze legal, quasi-legal, and financial documents
- Computer and data management abilities

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, January 10, 1992.



Structurals Division

Job Opportunity Houliere
(503) 777-7483
or
1-800-848-0242

4600 S.E. Harney Drive
Portland, Oregon 97206-0898