

# CLASSIFIEDS

Advertising  
Employment  
Bids/Sub-Bids

## Notice of Metro Council Vacancy

Notice is hereby given of a vacancy for the District 11 position on the Metropolitan Service District Council effective Jan. 10, 1992. The position will be filled by appointment by the Metro Council pursuant to Chapter 268 of the Oregon Revised Statutes and Section 2.01.180 of the Metro Code. The appointment process includes: (1) General notification of the appointment process through the print media; (2) Specific notification of the appointment process to recognized groups with territory within the vacant Council sub-district; (3) Distribution of a Council appointment application to interested citizens; (4) Conduct of a public hearing in the vacant district before a subcommittee of the Council appointed by the Presiding Officer, which subcommittee shall report all testimony received to the full Council; (5) Conduct of interviews with applicants for the vacant position before the Council. The Council will in a public meeting appoint the person to fill the vacancy from a list of applicants who have been nominated and seconded by Councilors. The appointed term will begin upon Metro Council action and the taking of an oath of office, and will expire on Jan. 3, 1993. To qualify for appointment to this non-partisan office, an applicant must be a registered voter and a resident of Metro District 11 and must have resided within District 11 for a continuous period of at least one year prior to the appointment. District 11 includes the area bounded on the north by NE Columbia Blvd. from NE Martin Luther King Blvd. east to NE 42nd Ave., NE 42nd south to the Union Pacific right-of-way, and the UP right-of-way east to NE Cully Blvd.; on the east by NE Cully Blvd., south to NE 57th, south to NE Fremont, NE Fremont east to NE 62nd, NE 62nd south to NE Halsey, NE Halsey east to NE 63rd, and NE 63rd south to the Banfield Freeway (I-84); on the south by the Banfield Freeway from NE 63rd west to the center channel of the Willamette River; and on the west by the center channel of the Willamette River north to the Fremont Bridge, the Fremont Bridge to N. Greeley Ave., N. Greeley north to N. Fremont St., N. Fremont east to N. Mississippi, N. Mississippi north to N. Prescott, N. Prescott east to N. Albina, N. Albina north to N. Killingsworth, N/NE Killingsworth east to Highway 99E (NE Martin Luther King Blvd.), and NE Martin Luther King Blvd. north to NE Columbia Blvd. All of the district is within the city of Portland. Neighborhood associations include Alameda, Beaumont-Wilshire, Boise, Concordia, Cully, Elliot, Grant Park, Hollywood, Humboldt, Irvington, King, Rose City Park, Sabin, Sullivan's Gulch, Vernon and Woodlawn.

For further information or to obtain an application, contact Don Carlson, Council Administrator, 221-1646. Deadline for submitting applications is 5 p.m. Tuesday, Feb. 4, 1992, at Metro Center, 2000 SW First Ave., Portland, OR 97201.

## METRO

## Sub-Bids Requested

Portland Water Bureau  
(Bid No. 45) Water Control  
Center/Water Quality Lab  
Bid Date: January 23, 1992 @ 2PM  
**Koll Construction**  
8705 SW Nimbus Ave., Suite 120  
Beaverton, Oregon 97005  
(503)626-6994 Fax (503)641-6804  
License # 52303

Plans are available at the plan centers, City of Portland, and the plan room at the above address, during normal office hours, 8:00 am to 5:50pm. If you have any questions, please call Burr Boutwell or Eric Moeuwesen. Bids may be phoned or faxed to the numbers listed above.

Please inform us of your intention to bid, and scope of work bidding prior to Friday, January 17, 1992.

We are an equal opportunity employer and request sub-bids from minority business, disadvantaged business and women business enterprises.

## Sub-Bids Requested

Portland Water Bureau  
Water Control Center and Water Quality Lab  
Portland, Oregon  
Bid Date: January 23, 1992 @ 2 PM  
**Emerick Construction**  
PO Box 66100  
Portland, OR 97290-6100  
(503)777-5531 Fax (503)771-2933  
CCB # 10723

We are an equal opportunity employer and request sub-bids from minority business, disadvantaged business and women business enterprises.

## \*\* CORRECTION \*\*

## Applicants Sought For Metro Council District 11 Vacancy

Applications are being accepted from persons interested in filling a vacancy on the Metropolitan Service District Council. The District 11 position, serving portions of north and northeast Portland, became vacant when David Knowles resigned Jan. 10.

All of the district is within the city of Portland. Neighborhood associations include Alameda, Beaumont-Wilshire, Boise, Concordia, Cully, Elliot, Grant Park, Hollywood, Humboldt, Irvington, King, Rose City Park, Sabin, Sullivan's Gulch, Vernon and Woodlawn.

The Metro Council will appoint an individual to fill the position until Jan. 3, 1993. The council seat in a newly reappointed District 11 will be up for election in the May primary.

Applicants to the non-partisan position must be registered voters and have lived IN District 11 for at least one year. Deadline for submitting applications is 5 p.m. Tuesday, Feb. 4.

To obtain an application, verify residency in District 11 or for more information, call Don Carlson, council administrator, at 221-1646.

## 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.

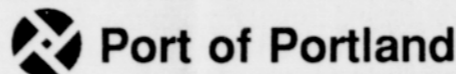
### The successful candidate will:

- 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 17, 1992.



## Contracts Administrator

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

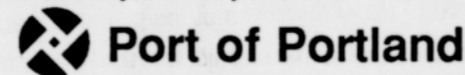
### The successful candidate will:

- 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 17, 1992.



## 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.

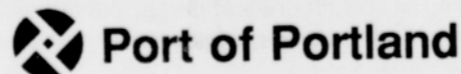
### The successful candidate will:

- 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 17, 1992.



PRINTING

## Offset Sheet-Fed Press Operator

Tetra Pak is a world leader in packaging and distribution systems for the liquid food industry. Tetra Pak Matwest, located in Vancouver, Washington, has immediate openings for offset sheet-fed press operators.

The successful candidates will have a minimum of 3 years of offset printing experience preferably on a sheet-fed press. We are installing a new Man Rollin 600 with 4 color stations.

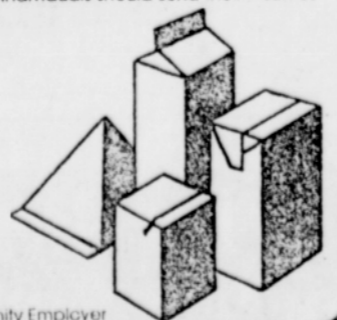
The successful candidate will be a self-starter, who likes to challenge the system by striving for results not thought possible by others. This is a new operation for us and, therefore, the operator will be responsible for training of other employees in offset printing and press operations. The individual selected will be a strong team player and will have demonstrated this in previous positions.

Tetra Pak Matwest offers excellent wages and benefits. Resumes will be accepted through Friday, January 24, 1992. Qualified individuals should send their resumes and salary requirements to:

**Tetra Pak Matwest, Inc.**  
Attn: Personnel  
P.O. Box 1826  
Vancouver, WA 98668



An Equal Opportunity Employer



## Property Manager

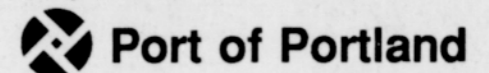
The Port of Portland has an opening for a Property Manager in its Real Estate Management and Development Department. The successful candidate will:

- 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 17, 1992.



## INFORMATIONAL ADVERTISEMENT

### PORTLAND PUBLIC SCHOOLS

#### CALL FOR BIDS

Sealed bids will be received until 1:00 p.m. on the dates indicated in the Purchasing Department, Multnomah County School District #1J, 501 N. Dixon, Portland, Oregon for the items listed herein:

#### BID FILING DATE

#### BID TITLE

Feb. 4, 1992	Custodial Equip. & Supplies For Warehouse Stock, 1992-93
	Electrical Supplies For Whse. Stock (Requirement Contract)
	Permanentware For Select Schools, 1991-92

Formal announcement, detailed specifications and bidding documents may be obtained at the above address. For additional information, please contact M.J. Hutchens, Dir. Purchasing, 249-2000, Ext. 581.

Springfield Public Schools in Springfield, Oregon has an opening for a Systems Engineer. Qualifications required are: B.S. in Computer Science plus three years of experience, thorough knowledge of Unix operating systems, thorough knowledge of Minicomputer/Microcomputer Hardware Operation, thorough knowledge of C programming language, a working background in Lan/Wan communications and a working background in TCP/IP Ethernet and 10 base T topologies. Qualifications desired are: experience with Macintosh computers in a network environment and background in SQL database programming. Salary range is \$39,506 to \$43,896 plus a generous benefits package. Job description and an application packet are available at Springfield School District, 525 Mill Street, Springfield, OR 97477, 503-726-3203. Application deadline is January 27, 1992. An AA/EEO Employer.

## Portland State University Staff Psychologist

Counseling and Psychological Services (CAPS) at PORTLAND STATE UNIVERSITY seeks a Counseling or Clinical Psychologist for a permanent full time, 12 month position. Responsibilities include; assessment; brief individual, conjoint, family, and group treatment; career counseling; consultation to faculty staff and students and other outreach activities; supervision of student interns. CAPS provides a range of services including testing, to a culturally and ethnically diverse student body. Minimum qualifications are: an earned doctorate in clinical or counseling psychology; licensed or license eligible in Oregon; two years experience delivering clinical services; demonstrated success working with culturally and ethnically diverse clients. Salary is competitive and commensurate with qualifications. Applications will be reviewed beginning in Mid-February 1992; the position will remain open until filled. Submit letter of interest highlighting qualifications; curriculum vitae; three recent letters of recommendation to: Mary Beth Collins, Chair, Search Committee; Counseling and Psychological Services; Portland State University; P.O. Box 751-CAPS Portland, OR 97207

Portland State is committed to diversifying its work force; women, minorities, and members of other protected groups are encouraged to apply.

BUNK BED w/mattresses, hardwood frame, Lacquer finish, \$185. 697-4183.

## Help Wanted Ad Recruitment Specialists

Recruitment Specialists, Help wanted for part-time paid positions in Washington & Multnomah counties to help recruit adults to organize kids into groups. Work with local schools. \$5.25/hr. Send resumes to:

Recruitment Team  
Camp Fire, Inc.  
718 W. Burnside, #410  
Portland, OR 97209

## Brass Bed Home Furnishings

Beautiful queen size head board, foot board and frame with firm orthopedic mattress set, \$375.00. Never used. Call at 697-4183.