

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Building Inspector III

City of Milwaukie
Salary \$2276 to \$2767/mo.
(D.O.C.)

AFSCME Union position, plus excellent benefit package. This position inspects building plans, construction, and existing occupancies for compliance with building regulations; enforces building codes and zoning regulations; does related code enforcement work.

Requires: CABO certification in structural, mechanical and plans examiner. Must possess or be able to obtain by date of hire "A" level Oregon state certification in structural and mechanical. It is desirable to possess any of the following: "A" level certification in plans examiner, plumbing and electrical, and fire and life safety. A minimum of seven years prior combined work experience and/or education involving five years in a responsible capacity in the construction and mechanical trades or five years at a level equal to or at least "B" level Building Inspector is required. The applicant must possess a high school diploma or a GED equivalency, and a valid area driver's license by date of hire.

Apply: City of Milwaukie, Personnel Office, 10722 S.E. Main St., Milwaukie, OR 97222; (503) 659-5171.

Submit completed application and supplemental questionnaire by 5 p.m. January 31, 1992, to the Personnel Department at the above address. Resumes will not be accepted. Fax #(503) 652-4433.

McCaw Cellular Communications, Inc. Cellular One

#170 - Sales Support Assistant
Our Sales Support Assistant will coordinate activities involving customers and the sales department, and prepare written proposals and flyers. Additional responsibilities will be to run activation reports, handle lead distribution and coordinate and track demonstration equipment.

Candidates must possess excellent interpersonal and organization skills, and must be a team player. College or 2 years higher education preferred, in addition to excellent written and verbal communication skills. Computer skills required. Send your resume referencing the above number/title to:

Cellular One

People Development Dept.
409 S.W. 9th
Portland, OR 97205

Cellular One Jobline 789-JOBS
All replies in confidence. An equal opportunity employer.

McCaw Cellular Communications, Inc. Cellular One

#169 - Credit and Accounts Receivable Manager
Our Credit and A/R Manager must have successful management experience on commercial and consumer credit, experience in interfacing with senior officials of large customer organizations, and the ability to lead and manage an empowered workforce of 20+.

Excellent oral and written communications skills are required. The manager will work to increase staff productivity by identifying productivity issues and trends, and managing planning, development, and installation of productivity tools. This manager will also work to increase cash flow through setting and attaining goals for receivables aging and write-offs, and identifying and implementing improvements to the credit approval process. It will be essential for this manager to achieve outstanding performance while maintaining a high morale work environment.

Send your resume referencing the above number/title to:

Cellular One

People Development Dept.
409 S.W. 9th
Portland, OR 97205

Cellular One Jobline 789-JOBS
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BUNK BED w/mattresses, hardwood frame, Lacquer finish, \$185. 697-4183.

Full-Time Research Assistant/Analytical Technician

Salary \$19,008-\$22,008 depending on qualifications and experience. Starting date: 1 March 1992. Duties include operating high precision analytical equipment for the analysis of dissolved gases and helium isotopes in seawater and geothermal fluids. Very exacting work using high vacuum extraction systems and mass spectrometers. Such analyses can be very repetitive and requires extreme attention to detail.

Required Qualifications: B.S. in natural sciences (preferably in physics or chemistry). Basic knowledge of high vacuum systems and standard laboratory equipment. Basic knowledge of computer data entry and spreadsheets. Must be willing to work at sea 30 to 60 days per year.

Desired Qualifications: Experience is mass spectrometers, gas chromatographs, and other gas analysis equipment (especially helium and rare gases.) Experience with hydrographic work at sea. Knowledge of computer programming with data analysis skills, and basic electronics.

Send resume with names, addresses and telephone numbers of three academic or employment references to: John D. Lupton, NOAA/PMEL, Hatfield Marine Science Center, Newport, OR 97365. Applications must be received by 6 February 1992. OSU is an AA/EEO employer and is responsive to dual-career needs.

Training Specialist (Training Coordinator)

This position is with the Employment Division located in the Central Office Personnel and Training Section in Salem. The purpose of this recruitment is to establish a list of qualified applicants. This list will be used to fill the current vacancy. \$2,556-\$3,433/mo. plus liberal fringe benefits including contributions to family health and dental insurance, and a fully paid retirement program.

To Qualify... you must have three years of experience as a trainer which included responsibility for assessing, planning, delivering, and evaluating an organization's training needs; AND a Bachelor's degree in Business Administration, Public Administration, Education, or human resources; OR three more years of pertinent experience.

Applications and announcements may be obtained from any Oregon State Employment Division office. If out-of-state, call 1-503/378-3253 for application and announcement.
AN EOE/AA EMPLOYER

Data Entry Clerk/Educational Assistant

4 hrs. day/190 days school year
Salary - \$9.91/hr.

Application Deadline:
5:00 p.m., 1/29/92

Requires: High school graduate or equivalent; valid driver's license; driving record acceptable to agency carrier; vehicle available for on-the-job use; experience in and knowledge of recordkeeping; willingness to work flexible hours based on program needs; experience in operation of a microcomputer; and familiarity with software applications.

Required MESD applications can be obtained at MESD's Recruitment office, 11611 N.E. Ainsworth Circle (Airport Way). Hours are 8:00- 5:00, Monday through Friday. To receive the application materials by mail, send a self-addressed, stamped legal size envelope indicating position of interest of Multnomah Education Service District, Attn. Recruitment Office, P.O. Box 301039, Portland, Oregon 97230-9039.

An Equal Opportunity Employer and Drug Free Work Place

Boys Locker Room Attendant

Mon.-Thurs. 3:00-7:00 p.m., Sat. 9:00-Noon. Must be able to communicate well with children. Call 223-8748 9-11 a.m. for an appointment.

Information Systems Consultant

\$2920-\$3979/month
Oregon Department of Revenue, Salem. Coordinated automation activities between department and county assessment and taxation programs for Oregon's property tax system. Requires 2 years experience managing large scale information system projects. For details and required application, call (503) 378-3375. EOE/AAE

Social Service/ Domestic Violence Agency-2 Positions

Night Case Manager
Salary: \$13,200 per year
Hours: 4:45pm - 9:15am every 3rd night plus meetings/activities
Director of Volunteer Services
Salary: \$8,562 per year
Hours: 20 hours p/week, some evenings/weekends
Send resume and cover letter to: Bradley-Angle House PO Box 14694 Portland, OR 97214 EEO/AA/Feminist Organization Closing date 2/17/92

Financial Clerk

Responsible for data entry, filing, relief staff on computerized system. Complete others duties as assigned. Type 50 wpm and operate on-line mainframe computer program. Must be hard-working and well organized. Minimum Qual: High school grad. or equivalent 1 yr. work experience. Comprehensive salary and benefits.
Closing: 1-26-92
Resume to: Rodney R. Harry Personnel Officer

Garlington Center
4950 N.E. Martin Luther King Jr. Blvd.
Portland, Oregon 97211
Phone: (503) 249-0066
Minorities Encouraged to apply E-O-E

Senior Transportation Planner

Class No. 350-0192-TR
\$31,304-\$44,054

METRO is recruiting for a Senior Transportation Planner to coordinate Metro's air quality planning activities in response to the Clean Air Act Amendments (CAAA) of 1990; manage Metro's study of transportation demand and management (TDM) techniques for the Portland area; provide technical assistance to DEQ and the Governor's Task Force on Automobile Emissions; will also coordinate production and write air quality and TDM planning documents and reports. Additional duties will include developing and managing project work programs, timelines, coordinating consultant and agency staff in preparation of air quality and TDM related documents; including updates to the ozone and carbon monoxide SIP, development of maintenance plans, and TDM recommendations; will prepare progress reports for elected officials, project management staff, technical staff and the public. This position closes Wednesday, January 29, 1992. A complete job description, application and supplemental requirements available at:

Metro Personnel Office
2000 S.W. First Avenue
Portland, OR 97201
Resumes will not be accepted AA/EEO

METRO

Cooperative Education Specialist - #13-91/92

Portland Community College
Bachelor's degree in education, business or related field. Two years of work experience in business or education performing placement, employment, training or related functions required. Job closes 1/31/92. Contact Staff Employment, 049 SW Porter, Room A-1, 273-2823 for an application packet. As an AA/EEO Institution, PCC continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply.

Planner

Assistant Planner
ASSISTANT PLANNER. Experience in data analysis and personal computer applications. Background in transportation or air quality analysis desirable. This position requires a Bachelor's degree in planning or a related field and one year of relevant experience (or Equivalent). Call (206) 786-5480 for application materials (Thurston Regional Planning Council, 2000 Lakeridge Drive SW, Olympia, WA 98502). Salary Range: \$2,161 (Step 1) to \$2,986 (Step 11) monthly
Starting Salary DOQ. Application closing date: January 31, 1992. EOE

Budget Operations

Associate Director in UO Budget Office. Position is responsible for managing the campus operating budget and various computerized support systems. Qualified candidate will have budget or accounting experience, extensive microcomputer experience, coordination and presentation skills, and combination of five years of related experience and training. Bachelor's degree required, master's degree preferred. Unclassified position, salary range \$37,200 to \$44,000. Applications due by January 24, 1992. Send applications to Search Committee Chair, UO Budget Office, 1 Johnson Hall, Eugene, OR 97403, or phone (503)346-3044.

Equal Opportunity/Affirmative Action Organization committed to cultural diversity.

Applications Analyst II (Req. 9200007)

Information Systems
Primary responsibilities of this position are in development and system modification. Other areas of accountability include, but are not limited to:

- designs, codes, tests, debugs, documents and maintains programs;
- prepares and/or updates data designs and system/program specifications;
- provide customer support and training for Company personnel;
- provide Q.A. reviews and project leadership as required.

Selection Criteria will include:

- Information Systems Experience (7.5 yrs +)
- Proven Knowledge- CSP, IDEAL, COBOL, Database Design
- Interpersonal skills (customer/co-worker)
- Written communication skills
- Self-motivation/independent work skills
- Project/Supervisory experience or training
- Experience-Iterative Dev. Methodologies
- Time Mgt/Organizational skills
- Hardware/software - knowledge
- Related IS Bachelors Degree

Salary Range: \$2,530/mo - \$3,618/mo (salary ceiling)
Reports to: Curt Corder - Manager, Operations/Adm. Systems-Information Systems One Pacific Square: 5th Floor

Application Process: Please direct your resume including a qualification letter responding to the above position responsibilities - identify the knowledge, skills and abilities you possess towards meeting the Company's needs in this career field.

Deadline: January 24, 1992

Northwest Natural Gas Company
Employment Section
(Reg. 9200007)
220 N.W. Second Avenue
Portland, Oregon 97209
FAX (503) 721-2506

Children's Acting Auditions To Be Held

The Urban Talent Association will be holding acting auditions for children ages 6 through 12 on Saturday, February 1st at the Interstate Firehouse Cultural Center located at 5340 N. Interstate. For information and an appointment, call The Urban Talent Association at 286-3076.

Employee Development Assistant

The Port of Portland has an opening for an Employee Development Assistant to provide technical/paraprofessional and administrative support to the Employee Development Manager. This is a temporary position expected to last one year.

Summary of Essential Duties and Responsibilities:

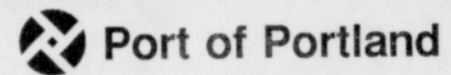
- Coordinates implementation of in-house classes
- Establishes and publishes class schedules
- Reserves facilities and equipment
- Determines appropriate room layout and sets up instructional equipment and materials
- Provides in-house "host" support to instructors
- Conducts participant evaluations
- Manages business relationships with organizations and individuals who provide educational services to Port employees
- Publicizes in-house classes
- Performs clerical/secretarial tasks to support employee development activities
- Researches requests for educational information, programs, and classes outside the Port
- Maintains automated recordkeeping systems
- Assumes responsibility for employee development projects and activities

Preferred Skills and Qualifications:

- Course work or equivalent experience in training and development
- Excellent written and verbal communication skills
- Excellent work processing and proofreading/editing skills
- Demonstrated successful customer service skills
- Course work or experience in project management
- Demonstrated ability to coordinate multiple tasks within required time frames
- Demonstrated skill with personal computers

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. 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 24, 1992.



Microcomputer Technician (Temporary)

Finance and Administration

The Port of Portland has an immediate opening for a Microcomputer Technician (Temporary) in the Information Technology Department to provide hardware diagnosis, repair, maintenance, and installation services for microcomputer.

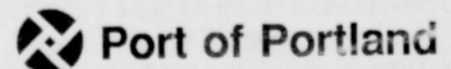
Preferred Skills and Qualifications:

- Course work or experience equivalent to an associate degree in microcomputer hardware and software.
- Working knowledge of hardware and software diagnostic tools.
- Ability to:
 - Install, configure, and upgrade microcomputer equipment.
 - Work effectively with limited supervision.
 - Lift up to 50 lbs.
 - Keep current with hardware development.
 - Work closely and effectively with end-users and staff members.
- Must possess an Oregon or Washington State driver's license or ability to obtain one.

In addition to a comprehensive benefit package, the Port offers a starting salary of \$18,749-\$21,115.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. 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 24, 1992.



Accounts Payable Technician Finance and Administration

The Port of Portland has an immediate opening for an Accounts Payable Technician to develop and maintain systematic methods that ensure the prompt payment of all Port liabilities.

Preferred Skills and Qualifications:

- Course work or equivalent experience in business, accounting, data processing or a related field.
- Knowledge of accounts payable and purchasing systems and procedures.
- Excellent verbal and written communication skills.
- Experience with computerized systems.
- Ability to handle multiple tasks with minimal supervision
- Ability to handle irate customers and maintain professionalism.
- Ability to work under pressure.

In addition to a comprehensive benefit package, the Port offers a starting salary of \$18,749-\$21,115.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. 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.

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