

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Program Assistant 2

Class No. 042-0292-PA
\$9.70-\$13.65/Hr.

The Metropolitan Service District is recruiting for a person to perform a variety of heavy customer information and referral service, technical, administrative and clerical functions in support of the Metro Recycling Information Center. Primary duties include answering phone calls and inquiries from the public, businesses and other government agencies; making referrals; and completing related records and reports. This position involves extensive public contact work over the telephone as the Recycling Information Center is responsible for handling over 80,000 calls per year. Work is performed utilizing a geographical information/UNIX database. This position closes Wednesday, March 4, 1992.

Applications and job announcements can be picked up at:
Metro Personnel Office
2000 S.W. First Avenue
Portland, OR 97201
Resumes will not be accepted.
AA/EEO employer

METRO

City of West Linn Staff Assistant II

Building, Planning and Engineering
(Full Time)

Salary Range: \$1574-2046/month DOQ. Requires graduation from high school or equivalent GED certificate supplemented with courses in office and secretarial practices. Three years progressively responsible office assistance, recording keeping and secretarial work with ability to type 60 words per minute on typewriter and/or personal computer with high level of accuracy. Performs a variety of complex and advanced secretarial and clerical work. Files and retrieves various documents using filing system, on computer screen and file storage room. Ensures all public notices are released and posted in compliance with established guidelines. Transcribes dictation, composes letters, memos and notices. Processes Building and Engineering inspection requests, receives and records fee disbursements. Requires experience meeting and dealing with the public in sometimes stressful, confrontational, enforcement situations while maintaining a pleasant and courteous manner. **Successful candidate will be required to submit to a pre-employment drug screen.** City of West Linn application and supplemental questionnaire must be received by March 4, 1992, 4:30 p.m. at West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97131/FAX 650-9041. EEO.

Alcohol & Drug Counselor

Immediate openings for two full-time Family Intervention Specialists. Qualified applicants will have exp. in alcohol and drug intervention and ability to provide home-based services to families living in low-income housing developments. To apply send resume and cover letter to Central City Concern, 709 NW Everett, Portland, OR 97209, or apply in person at same address. EEO

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

Sub-Bid Requested

Bandon Waste Water Treatment Plant Improvements
Bandon, Oregon
Bid Date: Friday February 28th at 2pm
Wildish Building Company
P. O. Box 7428
Eugene, Oregon 97401
(503) 485-1700 · Fax (503) 683-7722
CCP34429

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

Paper

Journey-Level Millwright/ Saw Filter

James River Corporation, a Fortune 100 marketer and manufacturer of consumer products, food and consumer packaging and communication papers, is currently seeking a Journey-Level Millwright Saw Filer for our Camas, WA Mill.

Applicants must be experienced in fitting, benching, and welding bandsaws and circular saws. Experience as a journey-level millwright and proof of journey level status are required. Rate of pay is \$19.70 per hour.

James River offers an excellent wage and benefit package, including: company matched stock purchase, retirement, medical/dental insurance, profit sharing and tuition reimbursement.

Applications will be accepted THROUGH FRIDAY, FEBRUARY 28 at Washington State Employment Security Department, 603 W. Evergreen Blvd., Vancouver, WA. An equal opportunity employer.

James River Corporation

Multnomah County Mental Health Consultant

Juvenile Justice: \$14.22 per hour; apply by March 6.

For 24 hour job information, call (503) 248-5035 or visit Multnomah County Employee Services, 1120 S.W. 5th Ave., Room 1430, Portland, during business hours.
Equal Opportunity Employer.

Data Processing

Systems Analyst 1

\$2439-\$3244 per month
Excellent Benefits

The Oregon Dept of Environmental Quality is seeking an experienced Systems Analyst to design, develop, and implement major integrated systems involving data acquisition, inquiry, and reporting. These systems will utilize statistics and graphics in the analysis and presentation of environmental data.

The data processing environment consists of a centralized computer system utilizing the Oracle relational DBMS and the IEF CASE tool. Systems will be developed around centralized processing as well as distributed processing utilizing PC workstations and multiple local-area and wide-area networks.

Desirable applicants will have 3-5 years experience in:

- Requirements definition
- Mainframe computer systems development
- Applicants must have a minimum of more than 1 year of experience in each of the following:
 - COBOL programming language
 - 4th generation languages, preferably SQL
 - Relational data base applications development
 - Structured analysis & design
 - Project management

Applicants must be willing to learn and effectively use the information engineering systems development methodology and the IEF CASE tool.

Responsibilities will require considerable involvement with users in the development and implementation of systems. Good communications skills and the ability to train end users is essential. Please call our job information line, 503-229-5785 by Monday, March 2, to request announcement and application.
Equal Opportunity Employer

Data Processing

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.

Sr. Programmer Analysts

Source Code NPOR22392
Due to a reorganization in our Information Services area, we are accepting resumes for current and future openings requiring a strong systems development background in Unix (minimum 5 years) and distributed processing experience. Highly desired is experience with real time and/or process control systems, C, and Progress.

Also required is experience developing systems with structured design methods; strong problem solving, communication and interpersonal skills; and the desire to share knowledge as well as learn from others.

NIKE offers competitive salaries, excellent benefits and the satisfaction of working for a world-recognized leader. For immediate consideration. Please reference the source code on your resume and bring or mail it to: NIKE Employment Center, 3700 SW Murray Blvd, Beaverton, OR 97005. We are an Equal Opportunity Employer.



Advertising

Ad Service Coordinator

West Coast Grocery Company is accepting resumes from individuals qualified for the position of Ad Service Coordinator. Two years of college or technical training or an equivalent proficiency in advertising is required.

Must be able to develop creative and effective ads using Macintosh Computer Systems. Quark Express software knowledge is preferred. Duties include the development, planning, and implementation of advertising campaigns. Knowledge and understanding of print production preferred. Must have excellent communication, organizational & time management skills and be detail-oriented. This is a full time position with medical, dental, and profit sharing benefits. Qualified candidates should submit a resume with career references to: West Coast Grocery Company, P.O. Box 12909, Salem, OR 97309; or fill out an application on second floor, 3601 State St., Salem, OR by March 4, 1992.

Equal Opportunity Employer
M/F/H

Sales

Paragon Cable



Direct Sales Representative

Are you interested in a career in Cable TV Sales? Well, HERE is a good place to start. Right now we are accepting applications for Residential Sales Reps and are looking for you. We offer good commissions, excellent benefits, and a guarantee vs commission. You need to have reliable transportation, and a CAN do attitude. We want to hear from you today so please call 731-5505 to schedule an interview or stop by our office at 3075 NE Sandy Blvd and fill out an application. Don't delay ... Your future starts right now! Paragon offers a drug/free workplace.
Equal Opportunity Employer

Utility Worker

Opening for qualified Utility Worker to provide assistance to all functional areas of the Support Services Division. Primary duties will include movement of vehicles to facilitate the maintenance process, maintenance and repair of SCBAs, and pick-up and delivery of supplies and equipment as required. This position may be detailed to any Support Services duties as necessary to meet the operational needs of the District. Candidate must be a high school graduate or hold a G.E.D supplemented with course work in fire science or involvement in a volunteer firefighting program; must hold a current Commercial Driver's License valid in the state of Oregon and be able to lift weight in excess of 50 pounds. Full range of employer paid benefits. Salary range \$1243-\$1740/month. Application available 8am-4:30pm at:
Tualatin Valley Fire & Rescue
20665 SW Blanton Street
Aloha, OR 97007
Closing date: Friday,
March 6th, 4:30pm
An Equal Opportunity Employer

Industrial Hygiene

Program Technician 1 Industrial Hygienist

\$2217-\$2950 Monthly

The Oregon Department of Environmental Quality is currently seeking a qualified individual to conduct industrial hygiene monitoring; sample work place for potential physical, chemical or biological agent exposures; analyze where the agency is out of compliance with OSHA regulations; recommend and implement corrective action.

The successful candidate will have the ability to develop and implement a health and safety program, to apply occupational health and safety laws, and skill in developing and conducting training.

Please call our job information line (503) 229-5785 by Wednesday, February 26, to request an announcement and application. Completed applications must be received by March 6.
Equal Opportunity Employer

Support Assistant

Local area network (LAN) Support Assistant. Assist in maintenance of NOVELL and SUN LAN's, PC hardware and software, and trouble-shoot problems as they occur. Candidate will have primary responsibility for monitoring network status and periodic system maintenance. Duties will include installing and moving network connections, ordering equipment, tracking orders, contacting vendors, and other LAN-related tasks. B.S. required, M.S. preferred. Work experience will be considered in addition to and in lieu of education. Full time, fixed term, 12-month faculty position. Salary \$26,004-\$28,008 depending on qualifications. For more information call Dr. Susan Stafford (503/737-6581). Send letter of application, complete resume, transcripts and three letters of reference to Dr. Logan Norris, Head, Department of Forest Science, Oregon State University, Corvallis, OR 97331 by April 1, 1992. An EEO/AA employer. Complies with Sec. 504 Rehab. Act 1973. OSU has a policy of being responsive to needs of dual-career couples.

Water Treatment Operator Trainee

\$14.03 - \$20.04/hr.

A four-year degree in microbiology or other laboratory science with one year coursework in microbiology. College-level course work in water treatment, chemistry, hydraulics, and microbiology/bacteriology, or equivalent. Valid driver's license required.

For information contact: Eugene Water & Electric Board, P.O. Box 10148, Eugene, OR 97440, ATTN: Human Resources, (503) 484-2411 ext. 3012.
Position closes: Monday - March 9, 1992

Women & minorities encouraged to apply.
Equal Opportunity Employer

Secretary

International Business Development

The Port of Portland has an immediate opening for a Secretary to provide administrative assistance to the International Business Development division.

Summary of Essential Responsibilities include:

- Processing monthly financial reports involving foreign exchange.
- Coordinating all overseas travel arrangements.
- Developing, maintaining, and processing overseas account profiles on a database management system.
- Providing clerical support to department staff.

Education and Experience Preferred

- Basic understanding of Far East Protocol.
- Previous secretarial experience.
- Previous experience dealing with foreign dignitaries or VIP's.
- Demonstrated experience in personal computer software including WordPerfect and Paradox.
- Excellent verbal and written communication skills
- Demonstrated ability to work independently with limited supervision.
- Ability to perform well under pressure.
- Ability to identify and keep confidential information.

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, February 28, 1992.



Port of Portland

City Of Portland

Golf Course Foreman - to \$2,905/month after 3 years

Field Representative - to \$2,554 a month after 3 years

Secretarial Clerk II - to \$2,049/month after 3 years

Clerical Specialist I - to \$2,098/month after 3 years

For more info/closing dates

call (503) 823-4573 (24 hr job information) No resumes please.

Bureau Of Personnel

1220 S.W. 5th Ave., First Fl.

Portland, OR 97204

Apps also available at:

Urban League

10 N. Russell

Minorities, females and disabled encouraged to apply.

Making News in the 1990's

What makes news at Kaiser Permanente? Great opportunities for growth and advancement in your career with a fully accredited, non-profit group practice medical and dental care program. We provide service to over 130,000 members at our 13 dental offices. Find out how you can become a respected member of our dental care team by considering the following opportunity:

DENTAL TRAINING SPECIALIST

Working in our fast-paced environment, you will coordinate the technical training for our Dental Care Program. We're looking for a self-motivated, organized individual who has 2 years' dental assisting experience, EFDA and Oregon radiology certifications plus prior instructional/training experience. In addition, thorough knowledge of infection control practices and demonstrated technical competencies in four-handed dentistry required. Good oral/written communication and interpersonal skills essential. A degree in Education or related field preferred.

We offer an excellent salary and benefits package which includes medical, optical, pharmacy and dental coverage (for you and your family), TSA, vacation, life insurance, dependent care reimbursement and more. Interested individuals should contact: Human Resources, Kaiser Permanente, 3600 N. Interstate Ave., Rm. 110, Portland, OR 97227. Or, call: (503) 280-2940.



KAISER PERMANENTE

The health caring people.

An equal opportunity employer

Wanted:

Director for Oregon Minority AIDS Coalition.

Applicant must possess:
BA or BS; 2 yrs project or program management exp; solid writing and verbal skills; ability to work in collaborative efforts with other CBO's & ASO's; grant writing and fundraising skills; thorough knowledge of issues concerning HIV/AIDS specifically as they pertain to minorities, women, gay and lesbian communities, and IV drug users; Wordperfect 5.1; grant, contract and budget management exp; a valid driver's lic; a reliable vehicle, (mileage provided).

Salary range: \$24-26,000/yr. & benefits Please send resume and letter of interest to OMAC, P.O. Box 12048, Portland, OR 97212 by 3-13-92.

Management

The State of Oregon Building Codes Agency is recruiting for Principle Executive/Manager C: Assistant Manager, Field Services Section in Salem. Applicants must have 5 years of experience in supervision, staff-technical, or professional-level work related to the construction industry and the experience must have included at least one year of supervision and management of a program or section. This position requires extensive overnight travel to field offices around the state. Salary Range: \$2,692-\$3,790 monthly plus benefits. Call the Human Resources Section at 378-5553 for an application and written examination package. An Equal Opportunity Employer: Minority, female, and disabled candidates are encouraged to apply.