

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Counselor

Assistant Coordinator of Academic Services, Department of Intercollegiate Athletics, responsible for management of the Learning Center, Computer Lab, Study Table activities. Bachelor's degree required, Master's preferred. Interpersonal and communications skills a must. Twelve months, full time, salary commensurate with experience. Send letter of application, resume and three references no later than May 22, 1992 to: Mike Corwin, Assistant Athletic Director, Oregon State University, Gill Coliseum 105, Corvallis, OR 97331-4105. OSU is an Affirmative Action/Equal Opportunity Employer and has a policy of being responsive to the needs of dual-career couples.

PORTLAND WOMEN'S CRISIS LINE

SOCIAL SERVICES; Direct Service Worker, 24 hours a day domestic and sexual violence hotline for women and children; \$14,560, benefits 40 hrs/wk, some evenings and weekends; send resume, two references and cover letter to: PWCL, PO Box 42610, Pld., OR 97242. Closes: 4/27/92. Equal Opportunity Employer.

PROGRAM DEVELOPER/ OUTREACH

This is a F/T position. Responsibilities include: fund raising/proposal development, program development, long and short range financial strategies, statewide community networking to promote program services and enhance funding. Minimum qualifications: BA degree plus 5 years experience, Masters preferred.

Application and job description can be picked up at 18 SW Boundary Court, Portland, OR 97201. Application deadline is April 30, 1992. Please no phone calls. Equal Opportunity Employer.

Accounting

Assistant Corporate Treasurer

Oregon Steel Mills (OSM), a world class producer of steel plate and pipe products, has a need for an Assistant Treasurer at its Portland corporate headquarters.

The position will report to the Vice President of Finance and will assume corporate responsibilities for:

- cash management/investment and bank relationships;
- management of insurance program;
- preparation of annual financial and cash forecasts;
- compliance with SEC requirements/disclosure;
- preparation of benefit plan financial statements; and
- assigned financial analyses.

The successful candidate must have a four-year degree in Accounting and Finance, a CPA Certificate or Masters in Business Administration, five years relevant accounting or finance experience, extensive experience in forecasting and using electronic spreadsheets (Lotus). The company offers a competitive salary and excellent benefits including employee ownership in the firm. Send resume to:

Director of Employee Resources
Oregon Steel Mills
P.O. Box 2760
Portland, OR 97208
Equal Employment
Affirmative Action Employer

INDUSTRIAL PRETREATMENT SUPERVISOR

City of Eugene
\$2,645 - \$3,357/mo

Plan, direct, organize and coordinate the City's Industrial Pretreatment Program. Experience in industrial pretreatment programs, (sampling, inspection, permitting, and enforcement) and knowledge of related federal regulations. Supervisory experience and equivalent to a 4-year related degree required. Closing Date: May 15, 1992. For application packet contact Human Resource and Risk Services, 777 Pearl St., Rm. 101, Eugene, OR 97401, or call 503-687-5061. AA/EEOE

Environmental Toxicologist

\$2950-\$3932 Monthly

The Oregon Department of Environmental Quality is seeking a qualified environmental toxicologist to serve as a Department Specialist on comparative environmental hazards of toxic substances. The position is responsible for preparing, critically reviewing and using risk assessments of human health or environment for all agency programs, and for comparing treatment residues from major new sources to determine the most environmentally sound methods.

To qualify you must have equivalent to a Master's degree in Toxicology or a closely related field AND four years of experience as a toxicologist in an environmental program.

To request an announcement and application, call the DEQ job line at (503) 229-5785 by Wednesday, April 22, 1992.

Equal Opportunity Employer

POLICE OFFICER

\$2233 to \$2692 per month
Excellent benefits plus PERS retirement contribution.

The City of Oregon City is seeking qualified and exceptional individuals interested in a law enforcement career to fill current and future POLICE OFFICER openings during the next 12 months. Applicants must be a U.S. citizen, be 21 years of age at time of appointment, possess a high school diploma or GED, possess or be able to obtain a valid driver's license, have corrected or uncorrected visual acuity of 20/20 in both eyes and normal hearing acuity. All applicants will take an objective multiple choice exam. Successful applicants of the multiple choice exam may be further evaluated by a crime scene analysis/report writing test. Top candidates placed on the eligibility list must successfully pass a comprehensive background investigation prior to appointment and may also undergo psychological and medical/drug exams.

OREGON CITY APPLICATION REQUIRED. Application packets available between 8 AM. and 5 PM. at City of Oregon City, Personnel Department, 320 Warner Milne Road, Oregon City, Oregon 97045, (503) 657-0891. Closing date May 11, 1992, 4:30 PM. An Equal Opportunity Employer.

Data Processing

Administrator class no.

091-0492-fm

FINANCE & ADMINISTRATION DEPARTMENT \$35,767-\$52,200

Metro is recruiting for a Data Processing Administrator to provide central support service to Metro's operating units. Automated systems include networks, personal computers, Unix work stations, and mainframe operations. This position supervises nine employees in a dynamic growth environment. Duties include: plans, organizes, and manages the activities of the automated information systems and makes improvements as appropriate; directs needs assessment services and recommendations for the implementation policies, procedures, and standards for Metro's data processing needs; consults with departments heads and supervisors regarding information processing needs; makes presentations before council, council committees, and user groups. This position closes Tuesday, April 28, 1992.

Applications and supplemental requirements can be picked up at the: Metro Personnel Office

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

METRO

Office Manager

Reports to Executive Director

Salary: \$17,000-\$19,500

Status: Non-exempt Position

Scope of position: The office manager maintains client, board of directors and program records/ correspondence and performs a variety of office functions including typing/word processing, bookkeeping, billings, financial reports, filing, copying, receptionist duties and supervision.

Specific Responsibilities:

- Perform internal secretarial duties including business files, providing secretarial support to coordinators, mail distribution, petty cash disbursement and internal communications;
- Compile, analyze and monitor monthly spending information for accountants;
- Preparation of time cards on all personnel. Track leave usage;
- Maintenance of personnel files, forms, insurance claims, legal files, contracts and Worker Compensation claims;
- Contract billing and reports;
- Arrange for maintenance and acquisition of telephones, copy machine, computers and other office equipment;
- Responsible for purchasing, inventory and distribution of program/office supplies.
- Maintain and update operations and procedures manuals;
- Supervise, train and orient support staff.

Qualifications:

- Demonstrated ability to communicate effectively orally and in written form;
- Demonstrated ability to compose and edit correspondence;
- Demonstrated ability to check internal budget computation, bills and invoices and related materials;
- Demonstrated ability to understand directives and carry out assignments without supervision;
- Demonstrated ability to supervise, train and orient staff.
- Demonstrated ability to type 55 words per minute;
- Demonstrated ability to prepare typed/word processed documents neatly and accurately within reasonable time limits.
- Demonstrated ability to perform receptionist duties efficiently.
- Demonstrated knowledge and understanding of filing systems, record keeping and general office procedures.
- Knowledge of IBM and Macintosh word processing and spread sheet applications.

Send resume to: House of Umoja
4941 N.E. 17th
Portland, OR 97211

Emergency Medical Technicians

Immediate openings for Emergency Medical Technicians, Oregon Certified. Must have interest in alcohol/drug treatment. On-call positions; \$6.77/hr. to start. Bi-lingual applicants encouraged to apply. Apply at: Hooper Center, 20 N.E. Martin Luther King Blvd., PDX 97232. EOE

Restaurant

Burgerville USA

Entry Level

Assistant Managers

Inconveniently located for most of America. Yes, we are not everywhere. Only the Pacific Northwest. We began over 60 years ago and we are unique in other ways besides our location and our years of experience.

We need unique, career minded professionals to join our family. Assistant Manager's salary starting at \$15,600. We provide family coverage for health and dental insurance.

If you have a proven track record of supervising people effectively in either food or retail service, then we are interested in you. Call Terri Hurley 206-694-1521.



BURGERVILLE

Project Engineer II, Electrical Systems Engineering Department

The Port of Portland is recruiting a project Engineer (Electrical), Engineering Services Department to provide electrical facility systems management, and airport electrical system design and administrative functions.

Education And Experience Preferred

- Degree or equivalent experience in Electrical Engineering or technical electrical/electronic systems training.
- Registration as a Professional Electrical Engineer, or equivalent experience.
- Knowledge and/or experience on planning designing, installing and/or managing major facility power distribution and electronic based plant operating and control systems.
- Previous electrical design and project engineering experience.
- Ability to provide electrical support as part of engineering team.
- Excellent verbal and written communication skills.
- Ability to effectively handle multiple tasks.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$39,281 - \$45,605 commensurate with experience.

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, April 24, 1992.



Port of Portland

Request For Qualifications From Architects

Solicitation No. 9223

The Portland Development Commission solicits Statements of Qualifications from Architects to design a new low-income elderly SRO (Single Room Occupancy) 100 to 150 unit housing facility in Portland, Oregon. The Commission will receive Statements of Qualifications until 4:00 P.M. local time, Monday, May 11, 1992, at its offices located at 1120 S. W. Fifth Avenue, Suite 1100, Portland, Oregon 97204-1968.

Architects' Statements of Qualifications must be prepared and submitted in accordance with the requirements described in the Request for Qualifications. The Request for Qualifications may be obtained by mail or in person from Sherry Lenard, (503) 823-3234, Portland Development Commission, on or after April 22, 1992.

The Portland Development commission is committed to acting affirmatively to encourage and facilitate the participation of Emerging Small Businesses (ESB), Minority Business Enterprises (MBE), and Women Business Enterprises (WBE) in commission projects. Architects must make a good faith effort to comply with established ESB/MBE/WBE participation goals in this project as they are described in the Request For Qualifications.

Architects and their subconsultants must be certified as EEO (Equal Employment Opportunity) Affirmative Action Employers as prescribed by Chapter 3.100 of the Code of the City of Portland, must be licensed to do business in the City of Portland, and must be licensed to practice architecture or engineering in the State of Oregon. Architects must possess Errors and Omissions Insurance in the minimum amount of \$500,000 and maintain said insurance in force for a period of three years commencing from the date of the Owner/Architect contract.

Statements of Qualifications will be evaluated by the Commission based on: 1) Architect's staffing, staff experience, and firm's capabilities; 2) Architect's and subconsultants prior SRO experience; 3) Subconsultants' staffing, staff experience, and firms' capabilities; 4) Consulting team's experience working with public agencies and private non-profit entities; and 5) Other criteria contained in the Request For Qualifications. Based on the commission's evaluation of the Statements of Qualifications received, the commission will prepare a short list of Architects to be interviewed. Based on interviews, the commission will select an architect and negotiate a fee and schedule for the work. Start of design work is expected to occur in Summer of 1992.

SALES



PARAGON
CABLE

Direct Sales Representative

Come join the Paragon sales team as a Residential Sales Representative TODAY! Paragon is one of the largest, fastest growing cable companies in Portland and we are looking for you. We offer good commissions, \$300 per week or commissions, whichever is higher, during training, excellent benefits, and an opportunity to be a part of this dynamic industry. Qualified applicants need reliable transportation and a good driving record. Sales experience is helpful, but not required. If this sparks an interest in you, come and apply at 3075 NE Sandy Blvd, Portland. We offer a drug-free workplace.

Equal Opportunity Employer

SENIOR CIVIL ENGINEER (Limited Duration Position through June 1993)

Planning and engineering design of construction and maintenance projects as applied to electric, water, and steam utility systems. Knowledge of utility water distribution facilities required. Minimum requirements for this position is six years experience working with civil engineer and a graduate in civil engineering from a college or university having a four year accredited engineering curriculum. Other combinations of experience and education may be considered. Registration as a Professional Engineer in Oregon or the ability to become registered within four months from the date of hire and valid driver's license are required. There is no expectation of continued employment upon termination of limited duration assignment. For information contact: Eugene Water & Electric Board, P.O. Box 10148, 500 E. 4th ave. Eugene, Oregon 97440 ATTN: Human Resources or 503 484-2411 ext., 3012 \$1,771.20-\$2,288.80/bi-weekly. Position closes on Monday, May 18, 1992- 5:00 PM. EQUAL OPPORTUNITY EMPLOYER.

INDUSTRIAL PRETREATMENT SUPERVISOR

City of Eugene

\$2,645 - \$3,357/mo

Plan, direct, organize and coordinate the City's Industrial Pretreatment Program. Experience in industrial pretreatment programs, (sampling, inspection, permitting, and enforcement) and knowledge of related federal regulations. Supervisory experience and equivalent to a 4-year related degree required. Closing Date: May 15, 1992. For application packet contact Human Resource and Risk Services, 777 Pearl St., Rm. 101, Eugene, OR 97401, or call 503-687-5061. AA/EEOE

HOMELESS FAMILIES PROGRAMS:

The Housing Authority of Portland (HAP) has an additional limited number of section 8 certificates which must be used for the Homeless Families Program. The families will be referred to HAP through participating agencies. If your family is interested in finding out more, you can pick up a list of these agencies at the Housing Authority of Portland at 135 SW Ash, Portland, Oregon.

MAINTENANCE WORKER 2

CLASS NO. 445-0492-ZO
Metro Washington Park Zoo
3 Part-time and some Part-Time, Temporary positions
\$11.88 - \$13.38

The Metro Washington Park Zoo is recruiting for people to perform semi-skilled and skilled work in a variety of mechanical equipment including automotive, railroad, electric vehicles, power landscape and other related small engine powered tools; will maintain a preventive maintenance program for all equipment; perform minor body, paint and fabrication work for all equipment; operates all automotive and construction type equipment; may supervise less skilled workers at times; work may be performed in hazardous locations at times and under inclement weather conditions. Does related work as assigned. This recruitment closes April 30, 1992. Applications and supplemental requirements can be picked up at the: Metro Personnel Office

2000 S.W. First Ave.
Portland, OR 97201
Resumes will not be accepted
AA/EEO Employer

METRO

Executive Director

Emerging non-profit CDC seeks coordinator for organizational and housing development and fund raising. Send resumes by April 22 to Housing Our Families, Box 12132, Portland, Oregon 97212. Equal Opportunity Employer.

Deadline for classifieds is Monday 5pm
Fax: 288-0015

**For Best Results
Advertise in the Observer**