

# CLASSIFIEDS

Advertising  
Employment  
Bids/Sub-Bids

## Secretary (OCC)

Oregon Convention Center  
Full-time  
Salary: \$9.43/Hr.

The MetroERC is recruiting for a full-time secretary for the Oregon Convention Center. Essential job duties will be to: type; proofread; answer phones; assist the general public; respond to complaints; compile and organize materials; maintain calendars and schedules of activities; organize and maintain filing systems; prepare and maintain payroll; coordinate travel arrangements; oversee work of temporary clerical staff, and other duties as assigned. This position closes on August 10, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Monday, August 10, 1992. Applications and supplemental requirements can be picked up at: The Metropolitan Service District

MetroERC and Oregon Convention Center Administration Offices  
The Urban League  
The NE Workforce Center  
Metropolitan Service Dist.  
2000 SW First Avenue  
Portland, OR

Oregon Convention Center  
777 NE Martin Luther King, Jr.  
Portland, OR

Resumes will not be accepted  
AA/EEO Employer

**METRO**

## Home/School

### Educational Assistant

Migrant Education Project  
7 hrs day/190 days school year  
Salary: \$10.31/hr  
Application Deadline: 5:00 pm,  
8/14/92

Requires: High School graduate; at least 18 years of age; micro-computer experience and knowledge of word processing and data management software programs for use on IBM compatible or MACINTOSH computers; ability to work in open area with periodic interruptions; work effectively with students and adults in a supportive role; aptitude to follow directions and carry through effectively on assigned tasks; competency in reading/writing English assistance to students in grades K-12; linguistic and cultural expertise relative to the ethnic group being served (Spanish); valid driver's license with own transportation.

MESD applications available Mon-Fri, 8:00-5:00, or send a self-addressed, stamped legal envelope, indicating position of interest to Multnomah Education Service District, Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017. An Equal Opportunity Employer & Drug Free Work Place.

## Audiometrist

105 Days (9/15/92 - 3/12/93)  
Salary: \$9.87/Hr

Perform audiometric screening of school-age child MESD employment applications available M-F, 8-5, or send self-addressed, stamped legal envelope, indicating position of interest to Multnomah ESD, Attn: Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017. An Equal Opportunity & Drug Free Work Place

## Education

### Psychologist for Early Childhood Special

Education Services - 190.8 FTE (152 8hr days - 4 days a week)  
Requires: State of Oregon Certified School Psychologist; training and/or experience in assessment of preschool children; transportation available. Appl. deadline: Open until filled. MESD applications available M-F, 8-5 or send self-addressed, stamped legal envelope, indicating position of interest to Multnomah ESD, Attn: Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017. An Equal Opportunity Employer & Drug Free Work Place

## Neighborhood Development Specialist

The Northeast Community Development Corporation (NECDC) is currently recruiting for a Neighborhood Development Specialist

### Requirements:

- Bachelors Degree or equivalent.
- Three years experience in community development housing.
- Knowledge of home improvement process. Real Estate background a plus.
- Skills in making public presentations and interacting with a variety of public, private and non-profit organizations.

Salary 30,000 - 33,000

For more information or to apply contact:

S. Brooks & Associates, Inc.  
3575 NE Broadway  
Portland, Oregon 97232  
(503) 284-7930  
FAX (503) 284-7977  
Deadline August 21, 1992

## GIS Operator Class

No. 354-0792-TR

Planning Department

(Transportation Div.)

Salary: \$13.27 - \$18.68

Metro is recruiting for a GIS Operator to perform a diverse list of duties including graphic data base construction and maintenance, map design, and attribute collection and entry and quality control. Requires education/experience equivalent to a Bachelors degree with major course work in geography, computer science, cartography, urban planning or closely related field. One year of experience of GIS. This position closes on August 10, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Monday, August 10, 1992. Applications and supplemental requirements can be picked up at: Metropolitan Service Dist.

2000 SW First Avenue  
Portland, OR

Oregon Convention Center  
777 NE Martin Luther King, Jr.  
Blvd  
Portland, OR

Resumes will not be accepted  
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## Secretary/Receptionist

Special Education

200 Days Fiscal Year (40 hr week)  
Requires: 60 wpm typing, 6 months word processing experience; demonstrated ability to communicate effectively with the public; ability to coordinate/prioritize multiple task assignments; high school graduate.

Salary: \$10.74/hr Application  
Deadline: 5:00 pm, 8/10/92

MESD applications available M-F, 8-5, or send self-addressed stamped legal envelope, indicating position of interest to Multnomah ESD, Attn: Recruitment Office, 11611 NE Ainsworth Circle, Portland, OR 97220-9017. An Equal Opportunity Employer & Drug Free Work Place

## Multnomah County

Library Volunteer Services Asst (Half-time); \$10.83; apply by August 21. For 24 hour job information, call 248-5035 or visit Multnomah County Employee Service, 1120 SW 5th Ave. Room 1430, Portland, during business hours. Equal Opportunity Employer

## WANTED A PARTNER

in a joint venture required for a possible contract at the Portland Airport. The applicant must have full DBE qualifications and be able to manage the operation after proper training in operations and servicing of equipment. The equipment to be supplied can be paid for out of earnings. Call Bob Carter at 416-288-4454 or to Dave Henderson-American Locker-Jamestown, New York, 716-664-9600 or Fax 716-664-2949.

## Contract Development And Administrative Specialist

The Port of Portland has an opening for a Contract Development and Administrative Specialist.

The successful candidate will:

- Manage the DBE ( Disadvantaged Business Enterprise) program.
- Establish and maintain consistent contract administration system and guidelines
- Develop and administer contracts which include formal procurement documents, requests for proposals, and invitations for bids and contracts.
- Act as a liaison with contractors, consultants, and vendors by providing procedural and procurement information.

Education and Experience preferred:

- A bachelor's degree in public or business administration or a related discipline.
- Course work in law or equivalent work experience with contract development and administration
- Familiarity and automated integrated inventory, purchasing, and accounts receivable/payable systems.
- Experience in achieving results of higher DBE participation.
- Excellent verbal and written communication skills.
- Demonstrated project management skills.

In addition to a starting salary commensurate with experience the Port offers a comprehensive benefit package.

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, August 7, 1992.



Port of Portland

## 2 - House Manager 1

Portland Center for the Performing Arts  
Part-time

Salary: \$10.14 - \$10.65/Hr.

The MetroERC is recruiting for two part-time positions to serve as House Manager 1's for the Portland Center for the Performing Arts. Essential duties will be to: supervise facility personnel; prepare payroll for events; assists promoters and entertainers in their needs; serves as facility representative at events; prepares invoices and collects payments. Does other duties as assigned. This position closes on August 13, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Thursday, August 13, 1992. Applications and supplemental requirements can be picked up at:

The Metropolitan Service District

MetroERC and Oregon Convention Center Administration Office

The Urban League

The NE Workforce Center

Metropolitan Service Dist.

2000 SW First Avenue

Portland, OR

Oregon Convention Center

777 NE Martin Luther King, Jr.

Blvd

Portland, OR

Resumes will not be accepted

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## Maintenance Worker I

Salem Office

Candidates must have a high school diploma or the equivalent and a valid Limited Journeyman Limited Energy license to be considered. Knowledge and skills to operate power tools safely and a valid Oregon driver's license is required; in addition to physical capacity to perform the assigned work such as: ability to work from ladders at various heights; lift up to fifty pounds; and work irregular hours when needed.

The salary range for this position is \$1,418 - \$1,762. Send an application or resume with cover letter to:

SAIF Corporation  
Personnel Division  
PO Box 988

Salem, OR 97308-0988

FAX (503) 373-8628

Applications will be accepted until a sufficient number of applications have been received.  
Equal Opportunity Employer

## Wanted Seville 1970's

Must be in good condition. Call 287-1784 and leave message.

Apparel

**PATTERN GRADER**

NIKE has an excellent opportunity available at our World Campus location for an individual to assist in expanding our grading department and explore the use of computer systems to shorten development cycle time and meet our demands.

We are seeking an experienced pattern grader to support the operation of computerized pattern functions. This would include grading, digitizing, marker making and plotting as well as taking the grading department to the next level of expertise. Qualified candidates will have a minimum of 5 years experience in grading men's and women's sportswear. Previous operation of a computer system related to grading and market marking is desired, as well as being highly organized, motivated, flexible, and having the ability to train others.

NIKE offers a competitive salary and an excellent benefits package. For immediate consideration, please apply in person or send a resume to NIKE, ORATB2, Employment Center, 3700 SW Murray Rd, Beaverton, OR 97005. This position may close at any time. NIKE is an Equal Opportunity Employer.



## Counselor/Coordinator

Full time counseling/volunteer coordination position, hours split between 2 Job Corps centers in Portland area. Salary range \$18,000 - 19,500. EOE Send cover letter and resume to:

Women In Community Service

ETA - Job Corps, Room 960

1111 Third Ave.

Seattle, WA 98101-3212

## Need Cash?

If you have sold your home and are receiving mortgage payments, we will buy your contract for cash.  
Call (503)285-2845

## \$200 - \$500 WEEKLY

Assemble products at home Easy! No selling. You're paid direct. Fully Guaranteed. FREE information-24 Hour Hotline. 801-379-2900.

Copyright #OR147DH

## Economic Opportunity Committee Of Clark County, Inc.

**ECEAP Subcontract Specialist** - Bachelors Degree health/human services or early childhood education; one yr. experience with a State of Federally-funded comprehensive child development program; good oral and written communication skills. Provide monitoring and consultative, technical assistance and/or training for subcontracted programs (ECEAP - Early Childhood Education and Assistance Program). 40 hrs./wk.; 35 wks./yr. Beginning salary: \$9.34/Hr.

**CDA Tutor** - B.A. in human services or related field; 3 yrs. paid experience with case managing adult services. Experience instructing adults and coordinating with community agencies. Beginning salary: \$9.54/hr., August through June.

**Disabilities Services Supervisor** - Bachelors Degree in Special Education or related field. Emphasis in early childhood education desired; 3 yrs experience working with children with disabilities; demonstrated skills in oral and written communication, groups process, training, and advocacy. Assure recruitment, enrollment and implementation of special services for children with disabilities. 40 hrs./wk.; 45 wks./yr. Beginning salary: \$9.54/hr.

**Cook** - 1 yr. experience or training in quantity cooking and general food preparation. Vocational or technical training in institutional cooking may be substituted for six months work experience; able to read, write, and do simple arithmetic and solve problems; possession of valid Food Handlers Permit. Prepare healthy and nutritious breakfasts, snacks and lunches for young children and adults according to federal, state and local guidelines. Position is in Yacolt, WA. 24 hrs./wk.' 34 wks./yr. Beginning salary: \$6.15/hr.

**Communication Disorders Specialist (Speech Therapist)** - Masters degree in speech pathology and/or audiology; possess or be eligible for WA State Education Staff Associate (ESA) Certificate; 1 yr. experience working with children. Complete speech/language/hearing (SLH) screenings of enrolled children; assess children with suspected SLH delays, participate in multi-disciplinary team meetings to write individual education plans, plan/provide intervention, document and relate children's progress to parents and education staff. Supervise Speech/Language/Audiology Assistant. 40 hrs./wk.; 36 wks./yr. Beginning salary: \$12.06/hr.

**Speech/Language/Audiology Assistant** - Bachelors Degree in speech/language/pathology or audiology; 1 yr. experience working with children; good oral and written communication skills. Provide clinical services to young children with disabilities as directed by Certified Speech/Language Pathologist or Audiologist; conduct assist in preparation of instructional activities and materials. 30 hrs./wk.; 35 wks./yr. Beginning salary: \$7.19/hr.

All positions require dependable automobile, insurance, valid driver's license. Obtain application, position announcement and job description 9:00 a.m. - 4:00 p.m., Mon-Fri EOC Office, 10621 NE Coxley Drive, Suite 207, Vancouver, WA 98662-6100, (206-896-9912). Completed application package must be received in EOC Office by 4:00 p.m., August 12, 1992.

## Parking Control Representative

Part-Time

The Port of Portland has an immediate opening for a Parking Control Representative, part-time, at Portland International Airport.

The successful candidate will:

- Direct vehicle traffic and monitor disabled parking zones.
- Explain/enforce roadway parking policies.
- Issue parking citation that may result in testifying in District Court.
- Handle complaints regarding parking citations and other airport services.
- Provide information to customers on airport use and services.

Education and Experience Preferred:

- At least one year of experience in a high level public contact environment.
- Demonstrated ability to work in a stressful environment.
- Demonstrated ability to work independently with limited supervision.
- Ability to work in extreme weather conditions and be on feet for long periods of time.
- Ability to pass a physical and vision examination and take a baseline hearing test.

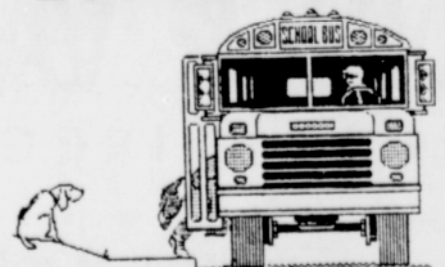
Starting Salary: \$9.61 per hour.

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, August 7, 1992.



Port of Portland

## BUS DRIVERS



APPLICATIONS ACCEPTED

Between 9am - 2pm

6755 NE Columbia

284-6466

Secure Positions Now

Equal Opportunity Employer

LIDLAW

TRANSIT, INC.