

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Purchasing Coordinator

MetroERC Administration
1 Full-time Position
Salary: \$29,490/Yr.
Class No. 808886-OCC

The MetroERC Administration Department is recruiting for one full-time Purchasing Coordinator to perform the following essential duties: Develop and draft procurement policies and administrative procedures; prepares bid documents and RFPs; provide guidance and assistance to vendors ad staff in the procurement process; examine all contracts and purchase orders; develop and maintain director and statistics of participation of First Opportunity area vendors; oversees procurement outreach efforts. Applications are available to residents of the First Opportunity Target Area. The boundaries of the Target Area are: the Banfield Freeway on the South, N.E. 42nd on the east, Columbia Villa and N. Chautauqua on the west, and N. Columbia Blvd. on the North. This position closes on October 27, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, October 27, 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 N.E. Workforce Center
Metropolitan Service Dist.
2000 S.W. First Ave.
Portland, OR
Oregon Convention Center
777 NE Martin Luther King, Jr. Blvd.
Portland, OR

Resumes will not be accepted

EEO/AA Employer

METRO

Safety/Security Officer 1

Metro Washington Park Zoo
1 Part-Time Position
Salary: \$7.75 - \$10.92
Class No. 538-1092-ZO

The Metro Washington Park Zoo is recruiting for 1 part-time Safety/Security Officer to perform the following essential job duties: patrols on foot and makes random inspections of assigned areas to enforce Metro's policies, standards and regulations; performs lock-up and unlock of buildings and exhibits; provides assistance to the public; administers first aid; provides general information to the public on zoo policies; assists persons with complaints; prepares a variety of records and reports on all violations. Performs other duties as assigned. This position closes on November 4, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Wednesday, November 4, 1992. Applications and supplemental requirements can be picked up at:

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Portland, OR

Resumes will not be accepted.

AA/EEO Employer

METRO

Environmental Specialist

City of Portland, Or. has immediate opening. Need professional level training and experience in planning & problem-solving for groundwater water quality protection & watershed/surface water quality protection & mgt. Send resume to Bruce Niss, Portland Water Bureau 1120 SW 5th, 6th Fl, Portland OR 97204. For info packet, call P. Murphy (503) 796-7431. Minorities & females encouraged to apply. The City of Portland is an Equal Opportunity Employer.

Ticket Center Supervisor

Portland Center For The Performing Arts
1 Part-time Position
Salary: \$10.29/Hr.

Job Code No. 808874-PCPA
The MetroERC is recruiting for a part-time Ticket Center Supervisor to perform the following essential job duties: open and close ticket center box office; alarm and un-alarm box office; unlock doors and safe; run reports; balance previous day sales; record daily sales for all performances; run audits/settlements for all events to be held at the facility; monitor sellers, providing assistance when necessary, and other assigned duties. Applications are available to residents of the First Opportunity Target Area. The boundaries of the Target area are: the Banfield Freeway on the south, N.E. 42nd on the east, Columbia Villa and N. Chautauqua on the west, and N. Columbia Blvd. on the North. This position closes on October 27, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, October 27, 1992. Applications and supplemental requirements can be picked up at:

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Resumes will not be accepted.

AA/EEO Employer

METRO

Engineering Opportunities With Ada County Highway Dist. (Boise, Idaho)

Civil Engineer

Ada County Highway District (Boise, Idaho). Starting Annual Salary: \$33,272-\$38,263 DOQ. ACHD is seeking a Civil Engineer to serve as a staff engineer to provide a variety of specialized professional and technical services related to street, bridge, and storm drain planning and design; and to manage and coordinate the District's NPDES responsibilities, A BSCE from an accredited college or university as a professional engineering experience, registration as a Professional Engineer in Idaho, or the ability to obtain through comity within six months; a demonstrated significant experience and knowledge of drainage systems), and a valid Idaho Driver's License is required.

Located in southwest Idaho, Ada County has 220,000 residents, including Boise, the State's capital city. It is the business, financial, professional, transportation, fine arts, and governmental center of the "Gem State" Recreation opportunities are only minutes away. There are numerous parks, the Boise River Greenbelt, a zoo, museums, excellent hospitals, and Boise State University. The area enjoys a moderate climate and offers a friendly and relaxed atmosphere in which to live. The District serves the entire County including its cities.

Submit letter, resume and three references to: Manager, Administrative Services, ACHD, 318 East 37th Street/Boise, Idaho 83714, by November 9, 1992. The successful candidate will be required to take and pass a preemployment drug test. Women and minorities are encouraged to apply.

AA/EEO

Secretary/Receptionist

60-words per min., good oral and written communication skills. Able to deal with a diverse public in a professional manner. Starting salary \$15,737. Contact Christine Martin at 288-1515 for application materials. Deadline for application submission 5:00 p.m., 10/30/92 Portland Cable Access is an EEO/Affirmative Action employer.

Mental Health Center for Community Mental Health

6329 N. E. M.L. King, Jr.
Portland, Or 97211

Transitional Housing program for women and children is seeking applicants with CD treatment experience. Send resume by 10/30/92.

Case MGR/Outreach Counselor - High school, 2+ yrs exper.

Case MGR/Counselor - 3 yrs exper. plus BA preferred.

Family Support Supervisor - FT/PT, 2 yrs exper., knowledge of CD treatment issues.

Family Support Aide - High school, knowledge of CD, flex. hrs.

Secretary-P/T, accur. typing 50 wpm, clerical exper.

Child Devel. Specialist-1 yr exper. & BA in educ. or child development.

Cook-P/T, food handlers card, plus exper.

Program Coordinator-BA plus 5 yrs exper. in CD, 1 yr in administration.

Adolescent day treatment program in north Portland seeking applicants for:

Group Counselor-P/T, exper. working w/ minorities & adol. preferred; BA in related field required. Send resume by 10/30/92 to: The Nickerson Center, 7025 N. Lombard, Portland 97203, Attn: Shirley Roberts.

Finance

Business Analyst

The James River Corp, Wauna Mill is seeking a highly motivated, self-starter for the position of Business analyst. Candidates must have a degree in Finance, Economics, or Accounting with 5 years manufacturing experience. Qualified applicants will also have strong team leadership abilities, advanced capabilities with spreadsheets, graphics and automated systems, and have some understanding of Total Quality tools and concepts. Duties include special projects, active involvement in cross-functional teams internal and external to acctg. department, vacation coverage for controller and Asst. controller. Send resume to Shelley Prouty, Rt. 2 Box 2185, Clatskanie, OR 97016. The Wauna Mill is on OR Hwy 30 between Longview and Astoria. Equal Opportunity Employer m/f/d.

James River Corporation

Job Announcement

The Private Industry Council is a private nonprofit organization dedicated to employment and training for economically disadvantaged youth and adults in Washington and Multnomah Counties.

Performance Analyst

Regular, full-time position responsible for supporting TPIC program performance team, analyzing and researching program performance reports, and making recommendations about improvements needed. Preferred requirements: Bachelors degree in social science, business, public administration or closely related field, or equivalent relevant experience; ability to translate complex technical concepts into clearer language; demonstrated excellent analytical and communication skills; experience with Lotus 123 and word processing; knowledge of JTPA and employment and training programs; experience in supervision.

Salary Range: \$22,478 to \$34,428 plus excellent employer-paid benefit package.

Closing date 5 PM Wednesday, November 4, 1992. Required application packets available at The Private Industry Council, 720 SW Washington, Suite 250, Portland, OR 97205. 241-4600. Fax 241-4622. An Affirmative Action/Equal Employment Opportunity Employer.

Graphics/Forms Design Forms Designer

NIKE has an immediate opening for a Forms Designer to design forms and other printed materials, both in print and electronic medium; and determine methods, schedules, and related costs for projects as well as other Form Design functions.

Qualified candidates will have a minimum of four years professional or technical experience in complex business forms, design, textual writing and graphic design or other related areas; commercial printing operations, computer systems operations experience, and elementary forms analysis experience highly desirable. Candidate must be flexible, detail oriented, able to prioritize and handle a heavy work load in an extremely fast paced environment; team player; excellent in written, communication and listening skills.

Please forward your resume to: NIKE, Inc. ORFOD, 3700 SW Murray Blvd, Beaverton, OR 97005. Equal Opportunity Employer.



Environmental

Specialist 3 Groundwater Quality Specialist

\$2554-\$3404 Monthly

The Oregon Department of Environmental Quality, Salem office, is currently seeking a qualified individual to identify, evaluate and document the potential for groundwater quality problems related to point source activities. The successful candidate will have a working knowledge of principles and applications of geology or hydrogeology, skill in interpreting and applying environmental rules and regulations, and skill in oral communication. The State of Oregon offers a generous benefits package including health, dental, vision, disability paid vacation and sick leave, and retirement benefits.

To receive a copy of an announcement and application, please call our job information recording at (503) 229-5785 by Friday, October 23.

Equal Opportunity Employer

Health Care Professionals

The African-American Health Coalition wants to locate African-American health professionals such as nurses, physicians, medical technologists, occupational therapists, physical therapists, social workers (MSW), clinical psychologists, health administrators, nurse practitioners and physicians assistants who live in the Portland area and are currently unemployed or underemployed. If you fit this description, please write to the Coalition at Box 12677, Portland, OR 97212. Please include your name, address, educational background and work experience.

Child Care

Site Director for school based Before/After school child care program in NE Portland. F/T with medical, dental, vacation, YMCA membership. Starting salary approx. \$6.25/hr. Must have clean driving record, 2+years child care or teaching experience or equivalent course work in Early Childhood Education. Experience working with children ages 4-12. Strong supervisory skills and ability to get along with others a must. Experience working with diverse communities a plus. Interested persons may apply (7am-6pm) at N/Inner NE YMCA office, 3030 SW 2nd Ave.

Youth Services Coordinator

Manages social service agency network that serves homeless youth in Multnomah Co.: conflict resolution; system and program planning; meeting facilitation; public education activities. At least 5 years experience in human services, demonstrated meeting facilitation skills and planning experience required. Masters degree or B.A. plus equivalent experience. 24hrs./week.

Family Mediation Project Coordinator

Manages volunteers providing family mediation at youth serving agencies: Coordinates volunteer placements; support to volunteers; maintains relationships with referring agencies; limited mediation responsibilities. Experience and formal training in youth and family mediation required. 16hrs./week.

FTE salary: \$23,000/year plus 14% flexible fringe. These two positions may be combined. Send resume to Tri-County Youth Services Consortium, 2000 SW First, Suite 100, Portland 97201. State positions(s) desired.

Wanted

The Oregon Department of Transportation is seeking volunteers for a Citizen's Advisory Committee.

These committee members will represent the citizen's point of view for the highway improvement project from Rex Hill to Dayton Junction, the Newberg Bypass, on Ore. 99W. Additional members will be appointed by local governments to represent business concerns and commuters.

The CAC will meet six to eight times during the next two years and should consist of nine to fifteen members.

Interested parties will need to submit a brief statement of interest to:

Rick Sjolander, Manager

Region Program and

Environmental Unit

2960 State St. NE

Salem, OR 97310

Letters must be postmarked by Oct. 31. Volunteers are needed from the McMinnville, Dundee and Newberg area. Minorities and women are encouraged to participate.

ODOT is an Equal Opportunity Affirmative Action Employer committed to diversity.

Accounting

Corporate Tax Accountant

NIKE has an immediate opening for a Corporate Tax Accountant to prepare corporate multi-state income tax returns, assist with the preparation of consolidated federal tax returns, as well as other Tax Department functions. Qualified applicants will have a Bachelor's degree in Accounting and three to five years tax experience without a degree; knowledge of CLR Fast Tax computer software is strongly preferred IBM PC literate with knowledge of Lotus 1-2-3; strong written and communication skills; and the ability to prioritize and handle a heavy work load of diverse projects.

Please forward your resume to: NIKE, Inc. ORACT, 3700 SW Murray Blvd, Beaverton, OR 97005. Equal Opportunity Employer.



Advertisement For Bid

Sealed bids for the Orchard Street Structure Removal project will be received by the Oregon State Board of Higher Education until 2:00 PM, local time, November 10, 1992. Bids will be opened and publicly read aloud at that time. All bidders must be registered with the construction contractor's Board.

Additional information may be obtained by contacting Facilities Services, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-737-7694.

Data Processing

Northwest Natural Gas Company needs a skilled individual for an anticipated 6 month + temporary assignment operating the central computer system. Required background includes IBM/MVS operating system and JES2 commands. This 4pm to midnight shift position is located in the One Pacific Square location, downtown Portland and has an hourly pay rate of \$11.37.

Please respond with your resume identifying the Req. No. 92TEMP for this temporary assignment by October 23, 1992.

Northwest

Natural Gas Company

Attn: Employment Section

(Req 92TEMP)

220 NW 2nd Avenue, Suite 251

Portland, OR 97209

Fax (503) 721-2506

Job Info Line (503) 220-2434

Equal Opportunity Employer

Program Assistant

Special needs Adoption Recruiter needs assistance in recruiting adoptive families, maintaining information on waiting children, and record keeping. Requires clerical skills including word processing and data collection. Requires proven communication skills. Familiarity with child welfare issues and adoption practice a plus. Non profit agency experience helpful. Starting salary range \$6.29 to \$7.87/hr., 22.50 hrs. weekly. Apply at 018 S.W. Boundary Court, Portland, Oregon, or call 222-9661 ext. 140 for application. Application deadline 5:00 p.m. on 10/30/92. Equal opportunity employer.

Administrative Aide II

\$1,546.00 - \$1,899.00/mo

The City of Eugene Department of Public Safety Training Section is recruiting for an Administrative Aide II. Applicants should possess a high school diploma or equivalent and at least one year general office experience. Prior reception experience is preferred. computer experience is required. contact Human Resource and Risk Services, 777 Pearl St., Rm. 101, Eugene, Or 97401 to receive an applicant packet. Closing Date: October 30, 1992. AA/EEO

\$10 REWARD

Paragon Cable is offering a \$10 reward for the return of all Paragon Zenith Cable Converter boxes on our "missing" list with service numbers ending in 1,000. Call Paragon or turn them in at your nearest Paragon service office.

Converters from accounts active within the last 30 days do not qualify. Other restrictions apply.



PORTLAND

3075 N.E. Sandy Blvd.
Portland, Oregon 97232
230-2000

CLACKAMAS

Damascus Square
19950 S.E. Hwy. 212
Clackamas, Oregon 97015
658-3052

GRESHAM

720 N.E. 181st
Portland, Oregon 97230
230-2000

Nursing

Come Join The

Challenging Field Of

Correctional Health Services
Oregon Department of Corrections is recruiting a Nurse manager for the health services program at the Oregon State Penitentiary; and Registered Nurses for various correctional facilities in the Salem area. The State offers excellent retirement and other fringe benefits, including Tort liability insurance. To inquire, contact Cindy Linville at 503-378-2581 from 8am-5pm Monday thru Friday. The State of Oregon is an Equal Opportunity Employer.

ADVERTISE
in the
PORTLAND OBSERVER