

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

Planners--
Growth Management

Positions for one **Associate Planner** and one **Assistant Planner** are open in Advance Planning for the City Of Olympia and Thurston County. These are project employment positions for Growth Management work through December 1993, dependent on 1993 budget decisions. The Assistant Planner requires experience in land use planning. Urban design experience is desirable. The Assistant Planner requires a Bachelor's degree in planning or a related field and one year of relevant experience (or equivalent). Salary range: \$2,161-\$2,986 monthly. Starting salary depending on quals. (1993 COLA adjustment expected). The Associate Planner is a highly responsible position with project management responsibilities for visible and complex projects. Requirements include excellent communication skills, extensive citizen involvement experience, demonstrated project management skills, and knowledge of GMA. Experience in preparing non-project EIS's and in urban design is desirable. The Associate Planner requires a Master's degree in planning or a related field and three years relevant experience (or equivalent). Salary range: \$2,625-\$3,631. Starting salary depending on quals. (1993 COLA adjustment expected).

Planner--
Transportation And Data Assistant Planner

Experience in data analysis and personal computer applications. Background in transportation analysis and programs desirable. This position requires a Bachelor's degree in planning or a related field and one year of relevant experience (or equivalent). Salary Range: \$2161-\$2,986 monthly (1993 COLA adjustment expected). Starting Salary depending on quals.

Application Information.

To apply for the above positions call Thurston Regional Planning Council (Olympia, WA) at 206-786-5480 or TDD 206-754-2933 and request application materials. Application closing date: November 9, 1992. Equal Opportunity Employer.

Radio Program Director
AM Radio

Strong sports programming background, good people skills, positive motivational tactics. Min 3 yrs exp. Resume to Apogee Communications, 4614 SW Kelly, Portland, Or 97201. An Equal Opportunity Employer.

Radio Sales Representative

Strong organization. Good people skills. Reliable transportation. Prev sales exp desirable. Resume to Apogee Communications, 4614 SW Kelly, Portland, Oregon 97201. An Equal Opportunity Employer.

Radio Production Director
AM/FM

Min 3 yrs exp. AOR background a plus. Exp with multi-track recording. Resume and tape to Apogee Communications, 4614 SW Kelly, Portland, Or 97201. An Equal Opportunity Employer.

Asst. Radio Broadcast Engineer

Min 4 yrs recent exp with studio equip, FM/AM transmitters and directional antenna arrays. Good people skills. Must be efficient, energetic and self-motivated. Resume to Larry Holtz, KGON/KFXX Radio, 4614 SW Kelly, Portland, Oregon 97201. An Equal Opportunity Employer.

Promotions Director

AM/FM seeks individual with min 3 yrs exp in promotions, public relations and event production. Resume to Apogee Communications, 4614 SE Kelly, Portland, Or 97201. An Equal Opportunity Employer.

Multnomah County

Library page (Full and Part-Time; \$7.28 per hour; apply by November 6. Facilities Maintenance worker; \$9.68 per hour; apply by November 6. For 24 hour job information, call 248-5035 or visit Multnomah County Employee Services, 1120 SW 5th Ave., Room 1430, Portland, during business hours. Equal Opportunity Employer

Accounting
Sales Operation Manager

Provide financial leadership & accountability for planning, analysis, administration & systems in one region of the Sales Division. Prepare annual budget, submit project briefs; monitor, analyze & explain exception reports; coordinate compensation for region; analyze expenditures; liaison with Corporate on all operational issues for the region; analyze & report on bookings & sales history.

To qualify, candidates will have a Bachelors degree in Business, Economics, Accounting or Finance; CPA preferred; minimum of 5 yrs operational exp, preferably in a sales or retail environment; management exp; strong PC skills, automated systems, mainframe & database mgmt, multiple software (Excel, Windows).

For immediate consideration, please forward your resume to NIKE Inc., Human Resource - ORSO, 3700 SW Murray Blvd, Beaverton, OR 97005. Positions may close at any time. NIKE, Inc. is a committed Equal Opportunity Employer. Minorities & Women Encourage to Apply



Data Processing
Lan Specialist

NIKE, Inc. has an immediate opportunity in our IS Department for a LAN Specialist to install, operate and monitor our Local Area Network ensuring maximum availability. Responsibilities will be to install and maintain LAN equipment and software including gateways, servers and modems. You'll also install and trouble shoot both Macintosh PC DOS hardware and software.

Qualified applicants must have a AA/EE or equivalent technical school with 5 years work related experience. Previous LAN experience including PCs and Customer Service with knowledge of PC operating systems and and-user PC applications along with hands-on knowledge of supporting groups of PC users is required. Must have good interpersonal skills and be able to work independently. Familiarity with Banyan Vines and Apple Macintosh a definite plus.

Please forward your resume to NIKE, INC., Employment Center OR LAN, 3700 SW Murray Blvd, Beaverton, OR 97005. This position may close at any time. Nike is an equal opportunity employer.



Child Care
Teacher's Aide-Infant & Toddler, Pre-School

NIKE is looking for quality individuals with a demonstrated interest in children to assist teachers in implementing and planning the daily program at both our Child Development and Drop-In Centers. All openings are part-time and/or substitute positions and will require a flexible work schedule. Qualified candidates will have one year experience caring for same age children in a group setting and knowledge of Early Childhood Development and appropriate ways of interacting with children.

To apply, please forward your resume indicating the days and hours your are available to:

NIKE, Inc.
ORCD3
3700 SW Murray Blvd
Beaverton, OR 97005
Equal Opportunity Employer



Advertise
IN THE
OBSERVER

Event Custodian

Oregon Convention Center(Operations Dept.)
Job Code: 818860-OCC
4 Part-time Positions
Salary: \$7.57

The MetroERC is recruiting for four part-time Event Custodians. Essential job duties will include: cleans and maintains restrooms; restocking restroom supplies; sweeping and mopping floors; cleaning bathroom fixtures; cleans and sweeps other public/non-public areas prior to events; cleans other assigned areas; begins change-over preparation for subsequent events following event in progress. Applications are available to First Opportunity Target Area residents only. To be eligible to apply you must reside within the following boundaries: Columbia Villa and N. Chautauqua on the west; Columbia Blvd., on the north; Banfield Freeway on the south; and N.E. 42nd on the east. This position closes on November 3, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, November 3, 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.
Portland, OR
- Resumes will not be accepted.
AA/EEO Employer



Data Processing
Operations Analyst

Class No: 635-1092-FM
Finance & Management Information
1 Full-time Position
Salary: \$29,086-\$40,946

The Metropolitan Service District is recruiting for 1 full-time Data Processing Operations Analyst to perform the following essential job duties: develops, modifies, tests, and implements shells and applications on the systems; coordinates with users, Network Administrators and other information system division staff to assure smooth operation of the UNIX systems and the operating systems; researches and reports on the hardware and software configurations and makes recommendations for improvements; participates in long-term planning for future upgrades to the software; designs, plans, coordinates and implements changes to the operating systems as new releases are made available. Performs other duties as assigned. This position closes on November 10, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, November 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 N.E. Workforce Center
Metropolitan Service Dist.
2000 S. W. First Ave.
Portland, OR
 - Oregon Convention Center
777 NE Martin Luther King, Jr.
Portland, OR
- Resumes will not be accepted.
AA/EEO 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.

Utility Maintenance

Oregon Convention Center (Operations Dept.)
1 Full-time Position
Job Code: 808859-OCC
Salary: \$9.96/Hr.

The MetroERC is recruiting for one full-time Utility Maintenance Worker to perform the following essential job duties: drive forklift to transport materials and tools to job site; do cleaning and general maintenance on tools; operate a variety of small motorized equipment and tools; installs and repairs signs and equipment, posts; makes repairs to building and equipment; paints; must be able to mix paint in proper consistencies; completes forms and writes reports. Performs other related duties as assigned. Applications are available to First Opportunity Target Area residents only. To be eligible to apply you must reside within the following boundaries: Columbia Villa and N. Chautauqua on the west; Columbia Blvd., on the north; Banfield Freeway on the south; and N.E. 42nd on the east. This position closes on November 3, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, November 3, 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.
Portland, OR
- Resumes will not be accepted.
AA/EEO Employer



Program Assistant 2

Public Affairs (RIC)
Class No. 042-1092-PA
1-Part-time Position (20 hours/week)
Salary: \$10.40-\$14.63/Hr.

The Metropolitan Service District is recruiting for 1 part-time Program Assistant 2 position. The individual in this position will be expected to perform the following essential job duties: answer phone calls from a wide range of people and make appropriate referrals to solid waste and recycling services; maintain computerized mailing lists and inventories of information sent to the public; update computer database of solid waste and recycling facilities and services; generate statistical reports of the RICs activities; update database of library materials and check-out materials to the public; train new staff members or volunteers to answer phones and the computer system. 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:

- 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.
Portland, OR
- Resumes will not be accepted.
AA/EEO Employer



Safety/Security Officer 1

Metro Washington Park Zoo
1-Full-time Position
Class No. 538-1092-ZO
Salary: \$7.75 - \$10.92/Hr.

The Metro Washington Park Zoo is recruiting for 1 full-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:

- 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.
Portland, OR
- Resumes will not be accepted.
AA/EEO Employer



Administrative Assistant/Secretaries

Pope & Talbot, Inc., a Portland based Pulp, Paper & Wood Products Company is seeking 2 full-time secretaries. One position requires general accounting knowledge; the other requires recent background as a Sales Secretary. The qualified candidates will also possess 3 to 5 years of recent secretarial experience. PC word processing, Harvard Graphics, wordPerfect, Lotus and Windows knowledge, typing skills of 60 wpm, excellent grammar skills and the ability to compose letters and reports. The candidates will need to demonstrate organizational and interpersonal skills, initiative and professionalism.

Qualified applicants should call the Corporate Human Resources Department to request an application packet. Complete packets must be returned prior to the closing date or November 13, 1992.

Corporate Human Resources

(503) 228-9161, Ext 490
Pope & Talbot offers a competitive employee benefit program and salary commensurate with experience.

Pope & Talbot, INC.
Equal Opportunity Employer

Education
Assistant Professor/Research Associate.

This 12-month position will work on federally-funded grants. Responsibilities include: Teach graduate-level courses; advise master's and doctoral students; write grant proposals; write and publish professional articles; conduct research on the inclusion of individuals with severe disabilities. Qualifications Ph.D. in Special Education and rehabilitation; direct experience teaching and advising graduate Students; documented research experience; experience writing grant proposals; experience making professional presentations; direct experience in instruction of people with developmental disabilities. Send curriculum vita, copies of published writings, and 3 letters of recommendation to; Carol Fernlund, Specialized Training Program, University of Oregon, Eugene, OR 97403-1235. Search closing date: November 16, 1992. Equal Opportunity/Affirmative Action Institution committed to cultural diversity.

Education
Portland Community College
Instructor ABE/GED

Job #19-92/93P

Steps To Success North, Full-time temporary position

A bachelor's degree in English, education, remedial reading, special education, math or developmental education required. A master's degree in developmental or adult education preferred. Two years experience teaching adults from disadvantaged backgrounds in remedial or developmental education in the areas of reading, math, English, social science and science required.

Instructor English as a Second Language-Job #20-92/93P (Full-time temporary for 2 terms January 1993-June 1993)

A bachelor's degree in English or a related field with ESL, TESOL, EFL certification or substantial graduate work in these areas required. Degree must be from an accredited institution. Two years of recent verifiable experience providing classroom instruction in ESL to students from preliterate to advanced levels is preferred. An established work history of teaching students from diverse cultural and language backgrounds is highly desirable. For the required application packet, contact Staff Employment, PO Box 19000, Portland, OR 97280-0990, (503) 273-2823. All application materials must be submitted by 11/19/92.

As an AA/EEO institution, PCC encourages applications from qualified minorities, women and the physically challenged.

Insurance
Director
Fraud & Investigations

We are looking for a forward thinking, positive and results oriented individual to manage our corporate Fraud and investigations Division. The director of this division manages the activities and resources of the division to meet the corporation's investigative needs.

Successful candidates will have five years management and/or supervisory experience; a four year college degree in a related field (or equivalent successful, related work experience); demonstrated claims management and investigative background, and a valid Oregon drivers license. Additionally, excellent organizational, time management and communications skills are essential.

Primary duties include development and implementation of short and long range plans to achieve corporate, department and divisional goals and objectives; management of large, complex fraud investigations; directing development of employees; and developing and managing the division budget, including monitoring expenses and making appropriate resource allocation decisions.

A detailed job description is available by calling 503-373-8047. Qualified individuals are encouraged to submit a resume along with a cover letter to SAIF's Personnel Division. The cover letter and resume should be specific in describing how experience and education provides the qualities necessary for success in this position. Application materials will be accepted through 5:00 PM Wednesday, November 4, 1992.

SAIF Corporation
Personnel Division
Post Office Box 988
Salem, OR 97308-0988
Fax#(503) 373-8628
Equal Opportunity Employer

Non-profit organization
implementing an educational enhancement program at a NE Portland school needs full time:

Project Coordinator
Education Specialist

Will work with students, parents and schools. Ability to work with children and adults from various ethnic groups required. Education Specialist must have teaching exper. Submit resume indicating position desired w/cover letter by October 30, 1992 to the "I Have a Dream" Foundation-Oregon, 1315 S.W. Park Avenue, Portland, Oregon 97201.