

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Financial Planning Mgr.

(Administrative Manager)
Department: Finance & Management Information Department
class no. 337-1192-FM
Status: 1 Full-time Position
Salary: \$40,946 - \$59,675

The Metropolitan Service district is recruiting for one full-time Financial Planning Manager to perform the following essential job duties: provides financial consulting on department projects, performs lead role in bond financing; provides assistance in developing department long-term financial plans; provides financial planning support on various projects; serves as the agency's bond rating liaison; supervises the Financial Planning staff; oversees completion of the agency budget; reviews and approves investment management practices and procedures, and approves credit and collection practices and procedures. This position closes on November 25, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Wednesday, November 25, 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

METRO

Associate Engineer

Department: Solid Waste Department
class no. 307-1192-SW
Status: 1 full-time Position
Salary: \$32,072 - \$45,143

The Metropolitan Service District is recruiting for one full-time Associate engineer to perform the following essential job duties: compile and analyze historical base information on various regional planning projects; develop automated manual data files for forecasting; develop methodologies for development of models; coordinate and/or assists in management of consultant contracts; develops, prepare, and present general and technical reports for regional use; develop and/or assist in writing RFPs and assist in the evaluation and selection vendors responding to RFPs; design plans and specifications and performs other related duties as assigned. This position closes on November 25, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Wednesday, November 25, 1992. Applications and supplemental requirements can be picked up at:

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MetroERC and Oregon Convention Center Administration Offices
The Urban League
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METRO

Electrician

Corrections Electrician

There's one current vacancy at the Eastern Oregon Correctional institution in Pendleton, OR. To qualify you must have exp as a general journey level electrician, and possess a valid Oregon general supervising electrician license. Salary: \$2280-\$2908/mo. For more information and application please call Molly Hansen, at 1-278-3635. Dept. of Corrections is an affirmative action, Equal Opportunity employer.

Electronics Instrument Technician

James River Corporation, a Fortune 150 manufacturer of pulp and paper, food and consumer packaging and communication papers, now has an excellent opportunity at our Paper Mill in Camas, Wa.

You will be responsible for the installation, maintenance and repair of industrial process control instrumentation. We seek a graduate of an instrumentation Technical School, or equivalent, with extensive experience in the maintenance of distributed control systems. A knowledge of the pulp and paper manufacturing industry is preferred.

James River offers an excellent wage and benefit package, including: company matched stock purchase, retirement, medical/dental insurance, profit sharing and tuition reimbursement. For consideration, please fill out an application by Nov. 30, 1992 at: State of Washington Employment Security, 603 W. Evergreen Blvd., Vancouver, WA 98660 Job #WA0348357. An equal opportunity employer.

James River Corporation
Finding A Better Way.

Assistant, Committee Services

(1993 Legislative Session)
Positions provide support to Legislative Committees. Experience performing clerical functions at a technical or Administrative Support Level, typing speed of 50-55 WPM, and experience using word processing equipment required. Salary range \$1,598-\$2,107 per month with limited fringe benefits. These positions will begin in January 1993 and end at the close of the 1993 Legislative Session or soon after. A legislative Administration Committee Application is required. This recruitment open until sufficient applications are received. It may close at any time without notice. Contact employee services, Legislative Administration Committee, S401 State Capitol, Salem, OR 97310 (503) 378-8530. TDD: (503) 373-5009. Fax: (503) 378-3289. EOE

City of Milwaukie

Office Assistant (Public Works/Community Development) - City of Milwaukie, Oregon. Salary: \$1481 to \$1889/mo. DOQ, plus excellent benefit package. We are seeking a responsible person to act as the first contact for walk in and telephone traffic at the City's Johnson Creek facility. The person will be responsible for assisting the public with and maintaining the building and permit tracking systems. Secondary responsibilities include word processing, data processing, filing and record keeping. Examination will consist of a supplemental questionnaire, telephone interview and interview/mini-assessment board. Applications can be obtained at the Personnel office, 10722 S.E. Main Street, Milwaukie, OR, 97222. Phone 659-5171, Fax #652-4433. Application packets must be in our office by 4 p.m., Monday, November 30, 1992. Resumes will not be accepted. If you need accommodation with the application process please let us know. EEO.

Volunteers of America

Director: Girls' Emergency Shelter. \$20-23,000/yr.+benefits. MA+1 yr. exp. or BA+3 yrs. exp. req'd. Knowledge of child abuse, positive peer culture, family systems, crisis intervention, mental health. Call VOA, 235-8655, for application packet. Closes 12/4. EOE

Headache Sufferers Wanted

not a gimmick, a natural cure provided by a licensed physician, limited to first 10 callers.
phone# 284-8000

Sub-Bids Requested

S. Waterfront Project
Portland, OR

Bid Date: November 24, 1992 * 4:00 pm

Copenhagen Utilities & Construction, Inc.

Contact Max Marcott at 654-3104 CCB #275-45
13600 Ambler Rd./P.O. Box 429, Clackamas, OR 97015
(503) 654-3104 Fax: (503) 654-3526

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

Sub-Bids Requested

for
Highways/Licenses Building Renovation
State Capitol Campus
Olympia, Washington

Bid Date: Tuesday, December 8, 1992 @ 3 P.M.

Andersen Construction Co. Inc.

6712 N. Cutter Circle
Portland, OR 97217
(503) 283-6712
Fax: (503) 283-3607

We are an equal opportunity employer and request sub bids from disadvantaged, minority, women, and emerging small business enterprises. Oregon Contractor's Board Registration # 63053 Washington Contractor's License # ANDERHA 362NG

Sub-Bids Requested

for
Multnomah County
Juvenile Justice Complex

Detection Housing and Central Plant
Juvenile Court, Juvenile Justice Division
and the Donald E. Long Home

Bid Date: December 3, 1992 2:00 PM

Hoffman Construction Company of Oregon

1300 SW 6th Ave. P.O. Box 1300
Portland Oregon 97207
Oregon License #28417

All subcontractor and vendors must be pre-qualified with the Multnomah county offices. Please call 248-5111 to obtain information regarding pre-qualifications.

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

Sub-Bids Requested

for
Highways/Licenses Building Renovation
State Capitol Campus
Olympia, Washington

Bid Date: Tuesday, December 8, 1992 @ 3 P.M.

Andersen Construction Co. Inc.

6712 N. Cutter Circle
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Notice To Contractors

City of Camas
Department of Public Works
Camas, Washington

Victoria Hills Pressure Sewer (L.I.D.#213)

Sealed bids will be received by the City of Camas Office of the Finance Department, 616 N.E. 4th Avenue, Camas, Washington until 10:00 A.M. on Tuesday, December 8, 1992, and will then and there be opened and publicly read for the construction of the improvements.

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the City of Camas.

Maps, plans and specifications may be obtained from the Office of the Public Works Department upon payment of the amount of \$25.00, which will be non-refundable.

Informational copies of maps, plans and specifications are on file for inspection in the Office of the Public Works Department.

The improvement for which bids will be received follows:
Bid opening on Tuesday, December 8, 1992, at 10:00 A.M.

The work shall consist of furnishing and installing approximately 3,130 lineal feet of 4-inch Class 200 PVC sewer main, one temporary pump station, and 9 sewer interceptor tanks. The work also consists of furnishing and installing valves, valve boxes, services, miscellaneous fittings, and all necessary appurtenances.

The City of Camas reserves the right to reject any or all proposals if found to be higher than the estimated cost and to waive any formality or technicality in any proposal in the interest of the City.

Dale E. Scarbrough
Finance Director

Advertisement For Bids

Elevator Improvements

Job No. MI-9906

Sealed bids will be received at the Housing Authority of Portland (HAP), 8910 N. Woolsey Avenue, Portland, Oregon 97203, until 2:00 p.m. P.(S).T., Tuesday, **December 8, 1992** for labor and materials to provide elevator improvements in compliance with the American with Disabilities Act at three (3) buildings. Shortly thereafter, bids will be opened and publicly read. Interested parties are welcome to attend.

The basic work consists of elevator modifications at Dahike Manor, 915 N.E. Schuyler; Holgate House, 4601 S.E. 39th and; Gallagher Plaza, 2140 N.W. Kearney, Portland, Oregon. The firm of **Elevator Consulting Services, Inc.** has been retained as consultant for this work.

Interested bidders may obtain one set of bid documents at the HAP Maintenance Office, noted above, upon receipt of **\$50 (fifty)** deposit, which is refundable when documents are returned in good condition within 10 days after bid opening. Additional sets may be acquired for a **\$20 (twenty)** non-refundable fee.

A HAP representative will conduct a **pre-bid tour** of the project commencing at Gallagher Plaza, 2140 N. W. Kearney, at 10:00 a.m., P.(S).T., Thursday, **November 24, 1992**, and the attendance of bidders is requested. An orientation will be given prior to moving to other project sites. Questions posed during the tour, when not addressed in the specifications, will be answered by addendum and mailed to all bidders.

Attention is called to the provisions in "**Supplemental Instructions to Bidders**" regarding MBE participation and "**Special Conditions**", Division "H", regarding Equal Employment Opportunity, EEO compliance reports, certification of non-segregated facilities and a waiver from enforcing the payment of non-federal prevailing wages when said wages, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD. Minimum salaries and wages as set forth in the specifications shall be paid on this project.

A bid security of 5% of the bid is required as prescribed in the "**Instruction to Bidders**", Division "B".

No bidder may withdraw their bid after the hour set for opening thereof until after the lapse of sixty (60) days from the bid opening.

The Housing Authority of Portland may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive all informalities if, in the judgement of HAP, it is in the public interest to do so. Questions regarding this project should be directed to **Dave Walter** at 735-4210.

Housing Authority Of Portland,
Loren Tarbell,
Director of Maintenance

Administrator, Committee Services

(1993 Legislative Session)

Positions Administer Legislative Committees during Legislative Session. They provide information regarding issues, arrange for testimony, and organize and analyze information in the preparation of policy options. Experience involving management responsibility or experience in a Staff Technical or professional function related to management required. Salary range \$2,965-\$3,979 per month with limited fringe benefits. Positions will begin in January 1993 and end at the close of the 1993 Legislative Session or soon after. A Legislative Administration Committee Application is required this recruitment open until sufficient applications are received. It may close at any time without notice. Contact employee services, Legislative Administration Committee, S401 State Capitol, Salem, OR 97310 (503) 378-8530. TDD: (503) 378-5009. Fax: (503) 378-3289. EOE

Counsel, Committee Services

(1993 Legislative Session)

Positions Administer Legislative Committees during Legislative Session. They provide information regarding issues, arrange for testimony, and organize and analyze information in the preparation of policy options. Also provide legal research, advice and opinions to committees. Graduation from an accredited law school and experience involving management responsibility or experience in a staff technical or professional function related to management required. Salary range \$3,113-\$4,176 per month with limited fringe benefits. Positions will begin in January 1993 and end at the close of the 1993 Legislative Session or soon after. A Legislative Administration Committee application is required. This recruitment open until sufficient applications are received. It may close at any time without notice. Contact employee services, Legislative Administration Committee, S401 State Capitol, Salem, OR 97310 (503) 378-8530. TDD: (503) 378-5009. Fax: (503) 378-3289. EOE

Region Personnel Analyst

\$2556-\$3433 Monthly

Oregon Department of Transportation seeks a highly motivated individual for a position in Milwaukie. This position provides a challenging variety of administrative and technical human resource services to approximately 600 employees within the Portland Metropolitan Area. Successful applicants must have one year of professional personnel experience: AND a Bachelor's degree in Personnel Management, Industrial Relations, Business Administration, Public Administration, or a closely related field; OR three more years of experience. To apply, contact ODOT Personnel at (503) 378-6281 for an application packet. Applications and exam responses must be returned by 5:00 p.m., December 3, 1992.

AA/EEO Employer

Pregnancy Counselor-Part time:

Provide short-term outreach, phone counseling, and in-office counseling to young women and their partners and families seeking options information counseling and related support services. Hours 1 - 5 Monday - Friday, 7.59 - 11.39/hr. Excellent benefits. Pick up application at the Boys and Girls Aid Society, 018 S.W. Boundary Ct., Portland, OR 97201. Closing Date, Nov. 20. No phone calls. Equal Opportunity Employer.