

# CLASSIFIEDS

## Management Intern Solid Waste Department

(Waste Reduction Div.)  
1 Temporary Position  
(40 hrs. per week [4-6 Mo.])  
Class No. 010-1292-SW  
Salary: \$10.00/Hr.

Metro is recruiting for 1 temporary Management Intern to perform the following essential job duties: conduct telephone surveys and update database for the Index of Recycled Products; analyze and interpret information on recycled products under the supervision of the Market Development Manager; update institutional purchasing database and assist with development of information management systems for other market development projects. This position closes on December 23, 1992. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Wednesday, December 23, 1992. Applications and supplemental requirements can be picked up at:

**Metro**  
MetroERC and Oregon Convention  
Center Administration Offices  
The Urban League  
The N.E. Workforce Center  
**Metro**  
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

## Water Resource Planning Analyst

The Eugene Water & Electric Board is currently recruiting for the position of Water Resource Planning Analyst. Training and experience required as a qualification are three years of experience in Water Resource Planning, Civil Engineering, utility operation or experience in related discipline in closely related areas. Education and/or training required as a qualification is graduation from a four-year degree program at a college or university with course work in planning, economics, hydrology, civil engineering, water resources, public administration statistics and social science or equivalent combination of education or experience. Valid driver's license required. Position closes Monday, January 4, 1993. Salary-\$3,290-\$4,252./per month. For application packet contact: Eugene Water & Electric Board, P.O. Box 10148, 500 E. 4th Avenue, Eugene, OR or (503) 484-2411 ext., 3012. Attn: Human Resources.  
Equal Opportunity Employer

## Executive Secretary

Oregon Steel Mills, a world class producer of steel plate and pipe products, has a need for a highly competent Executive Secretary to support our employee resources, investor relations and public relations departments. The position, located at our corporate office in downtown Portland, will assume fast-paced responsibility for preparing contracts, generating correspondence and preparing reports; interfacing with company executives, investors and clients; working with confidential information; maintaining filing systems; completing special reports. Qualifications required are five years' experience in a corporate environment, 70-80 wpm typing speed, PC proficiency in Word Perfect 5.1, Harvard Graphics, Org Plus and Lotus; excellent proofreading and editing skills; math proficiency. Some college or business courses preferred. Oregon Steel offers a competitive salary and excellent benefits including profit sharing and ownership in the company. Send resume and cover letter by December 22, 1992 to:

Employment Specialist  
Oregon Steel Mills, Inc.  
P.O. Box 2760  
Portland, Oregon 97208  
An ADA/EEO Employer

## Director, Economic Development Department

(\$54,216-\$76,332)

Highly visible executive service position providing administration and managerial direction to the Economic Development Department of the State of Oregon. This position reports to and is appointed by the Governor. Primary position responsibilities include: administration and management of all economic development activities and maintenance of a cooperative effort between Oregon business and the Economic Development Department. The Department has approximately 142 employees and a biennial budget of \$272 million.

Selected individuals will possess significant executive level managerial experience directing a multifaceted organization. In addition, candidates must demonstrate successful experience in leading a business or organization that has high public visibility, a wide variety of constituents and is involved in the development of new economic opportunities.

Executive Service employees receive generous state paid benefits including contributions towards health and dental insurance, fully paid retirement contribution, paid holidays, vacation and sick leave.

To obtain an application packet, please contact Holly Getter, State of Oregon Executive Department, (503) 378-3040. Completed application packets must be received back in our Recruitment and Career Services Office, 155 Cottage Street NE, Salem OR 97310, by 5:00 pm January 7, 1993. Completed materials must include a cover letter detailing your experience as it relates to the position, a resume, a State of Oregon PD100, a release of information form and a list of three professional references.

## Child Care Worker

Duration 12 months

Salary 1,200/month plus fringe benefits, upward with experience.

Experience: 5 years minimum. Skills: Ability to work under pressure with interruptions and handle matters in an efficient manner.

Must possess excellent interpersonal skills to work with "at risk youth", parents, Good organization/planning skills.

High level of academic skills for writing reports and assisting students in classroom.

Excellent driving record, must be insurable by program carrier. Good attendance. 3 current references.

No phone calls. Resumes only:  
Mr. Rance Spruill  
3710 N. Mississippi  
Portland, Oregon 97227

## Chemical Dependency Counselor

Position now available as a Correctional Treatment Therapist 2 (CTT2) in a residential A & D program for inmates at OR State Hospital in Salem. Starting salary \$1815 monthly. Recovering staff need 2 yrs sobriety. Must get on State of OR hiring list. For more info. Call State Job Line (373-1199), or write or call Roberta at 378-5491, Cornerstone A&D Program, 2600 Center St. NE, Salem, OR 97301. Bilingual/bicultural persons encouraged to apply.

## Work-Live-Study

Placement by 4 star international firm many fields to choose from

- Medical/Dental
- Police/Security
- Construction/Support
- Executive/Supervisory
- Teaching/Social Sciences/Art

Only the serious need use our service \$249 refundable security deposit. Deposit will be refunded upon signature of employment contract.\*

"Mostly overseas work"  
For Info Call 1-800-964-JOBS  
8 am-6 pm  
Monday-Friday

## Help Wanted

**Part-time FM Announcer.** Experience required. Tapes and Resume to Operations Manager - P.O. Box 14957, Portland, OR 97214. EEO

**Full time Radio News Editor.** On-air experience required. Send tapes and resume to Operations Manager - P.O. Box 14957, Portland, OR 97214. EEO

## Electronics

### Technician I

City of Eugene  
Salary Range

\$2,280 - \$2,822/Month

Applicants should have a working knowledge of radio and communications systems and equipment. Requires a minimum of two years experience in the maintenance and repair of electronic and communications equipment. General FCC radio/telephone operator's license or equivalent. Closing Date: December 31, 1992. Obtain application and supplemental questionnaire at City of Eugene, Human Resource & Risk Services, Room 101, 777 Pearl St., Eugene, OR, 97401. AA/EEO.

## Secretary/Receptionist

Needed to work with children's program in a mental health setting. Must be personable and friendly to greet clients & visitors. Answer phones and route calls, type 55 wpm, from dictating equipment error-free. Computer/word processing skills desired. Filing & processing mail, schedule clients appointments, and fee collection.

Min. qualification: 2 yrs. secretarial/receptionist experience in a mental health setting preferred, or equivalent knowledge and experience.

closing Date 12-24-92

Resumes To:

Mary DuPain PHD  
Program Manager  
Garlington Center  
Children's Program  
3802 N.E. Milk Blvd.  
Portland, Oregon 97211  
E-O-E

Minorities and Disabled are Encouraged to Apply

**Personal Support Agent** (Research Assistant, .50 FTE based on 12-month salary). A 10-month, federally-funded position to coordinate work on a pilot study grant to develop, implement, and evaluate the Personal Support strategy for enhancing the independence and community participation of young adults with severe disabilities with the involvement and coordination of their families. Qualifications: Bachelors Degree in special Education; experience working with adults and transition age individuals with severe disabilities in community and home settings; experience training/supervising support personnel for individuals with developmental disabilities. closing date: December 24, 1992. Send vita/resume to: Carol Fernlund, Specialized Training Program, University of Oregon, Eugene, OR 97403-1235. AA/EEO institution.

## Education

George Fox College invites applications for a tenure track position in elementary and/or middle school teacher education, to begin August 15, 1993 or before. Responsibilities include supervising students in practicum, teaching graduate and undergraduate classes. A minimum of three years successful teaching experience in an elementary and/or middle school setting is required. The candidate must have an earned doctorate or be in final stages of completion of the doctoral work. George Fox College is related to the evangelical Friends Church, and seeks faculty who are committed to the Christian faith and its values. Minority candidates are encouraged to apply. Send letter of application, resume, and the names of three references by January 25, 1993 to Glenn Moran, Dean, School of Professional Studies, George Fox College, Newberg, Oregon 97132.

## Code Enforcement Worker

City of Milwaukie, Oregon. Salary: \$1468 to \$1873/mo, DOQ, plus excellent benefit package. We are seeking a responsible person to act as the City's parking and civil code enforcement person. This person will work within the City's building division. Requires high school equivalent plus one year experience in public contact preferably in an enforcement role. Skill in customer service, oral and written communications and interpreting and applying ordinances required. Ability to obtain valid area drivers license and meet City driving standards required. Examination will consist of a supplemental questionnaire, driving record check, interview board and written examination. 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, December 21, 1992. Resumes will not be accepted. If you need accommodation with the application process please let us know. EEO.

## Administrative Secretary

Level 4, Part-Time,  
2 1/2 Hrs/week

Child, Family & Community  
Program

Duties: Edit and/or type documents & materials for conferences & workshops using Microsoft Word & Wang word processing software, proofread copy for accurate spelling, grammar, & punctuation, enter data using DataEase, assist with conference & meeting arrangements, make travel arrangements & process claims, assist with providing responses to mail & phone inquiries, maintain & set up files. Qualifications: Secretarial experience with similar responsibilities, able to type 60 wpm, experience using word processor, preferably WANG and/or Microsoft Word & using database software for data tasks, exp maintaining accurate records & proofreading, able to communicate both verbal & written, with a variety of staff & clients, able to sit for long periods & work well under pressure with a minimum of supervision, expert knowledge of office practices, policies & procedures. Salary \$20,064 per annum (prorated for .6FTE), excellent benefits. Letter of application & resume must be received by 3:00 pm, 12/16/92. In letter specify you are applying for the above position. Apply to:

Personnel Office  
Northwest Regional  
Educational Laboratory  
01 SW Main, Suite 500  
Portland, OR 97204  
Equal Opportunity Employer

## Advocate

Office Of Minority Women And  
Emerging Small Business  
44.616-62,784

The State of Oregon is seeking an Advocate for Minority and Women owned businesses. This challenging position will be responsible for advising the Governor on issues related to small business programs. Additionally, the Advocate will work directly with Federal and local business organizations. The Successful candidate must possess a high level of energy and a willingness to cultivate entrepreneurship while challenging barriers that exist for business owners.

Individuals with a Bachelors Degree will be given preference. Supervisory experience is required.

To obtain an application packet, please contact Holly Getter, State of Oregon Executive Department, (503) 378-3040. Completed application packets must be received back in our Recruitment and Career Services Office, 155 Cottage Street NE, Salem OR 97310, by 5:00 December 21, 1992.

The State Of Oregon is an AA/EEO employer and encourages women, persons of color, and the disabled to apply for this opening.

## Engineering-Civil CADD Technician

W&H Pacific, a rapidly growing leader in engineering and planning consulting services is currently seeking an experienced civil CADD Technician. Must have design experience in surveying and/or civil engineering. Extensive experience with Softdesk (DCA) civil engineering applications for autocad a must.

We offer excellent benefits, a team-oriented work environment, advanced equipment and opportunities for personal growth and development.

To apply please send cover letter and resume to:

W&H Pacific  
8405 SW Nimbus Ave.  
Beaverton, Oregon 97005  
Attn: Katherine Brown  
We are an affirmative action/  
equal opportunity employer

## MYCAP

Position Announcement  
Weekend Supervisor

One year experience in a social service agency with high risk youth. One year college in a related social service field preferred. Apply in person. \$6.00 to start. Benefits  
4732 NE Garfield, Portland,  
Oregon or call 280-1050  
Equal Opportunity Employer

## MYCAP

Positions Announcement  
Shift Worker

One year experience in a social service agency with high risk youth. One year college in a related social service field preferred. Apply in person. \$6.00 to start. One full time and one part time position. Benefits  
4732 NE Garfield, Portland,  
Oregon or call 280-1050  
Equal Opportunity Employer

## MYCAP

Position Announcement  
Project Coordinator

Two years experience coordinating and facilitating educational projects/programs. Two years experience working with youth in multicultural setting. One year experience working public or private educational setting. BA/BS preferred. Apply in person. Benefits  
732 NE Garfield, Portland,  
Oregon or call 280-1050  
Equal Opportunity Employer

## MYCAP

Positions Announcement  
On-Call Shift Worker

One year experience in a social service agency with high risk youth. One year college in a related social service field preferred. Apply in person. \$6.00 to start. Hours variable. Benefits  
4732 NE Garfield, Portland,  
Oregon or call 280-1050  
Equal Opportunity Employer

## Chemical Dependency Counselor

Position now available as a Correctional Treatment Therapist 2 (CTT2) in a residential A & D program for inmates at OR State Hospital in Salem. Starting salary \$1815 monthly. Recovering staff need 2 yrs sobriety. Must get on State of OR hiring list. For more info. call State Job Line (373-1199), or write or call Roberta at 378-5491, Cornerstone A&D Program, 2600 Center St. NE, Salem, OR 97301. Bilingual/bicultural persons encouraged to apply.

## Childcare Worker/ Treatment Coordinator

Innovative Treatment Program for 6-12 year old emotionally disturbed children. Position involves working as a team member with young children both direct care and case management. Experience preferred. Bachelors degree required. Excellent benefits. JCAHO Accredited.

Resume to: Anna Powers  
Edgefield Children's Center  
2408 S. W. Halsey  
Troutdale, OR 97060  
An Equal Opportunity Employer

## 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 oppty employer.



(Part-time, 20 hrs/wk, .5 FTE)

Position is a regular, part-time, 20-hour per week (.5 FTE) office assistant that will work with the Bar's Minimum Continuing Legal Education (MCLE) program which is within the Regulatory Services Division. This position will provide general support to the MCLE Program Administrator and staff. Position becomes effective January 4, 1993.

Duties include routine secretarial support, handling mail, maintaining all files relating to MCLE, data inquiry of accredited programs and membership compliance, responding to member inquiries, photocopying and some member contact.

Skills needed are strong office organizational skills and good interpersonal and communication skills. Requirements include one year of progressively responsible experience in clerical work. Use of personal computer with Word-Perfect software desired.

Salary range starts: \$700-\$867 per month excellent benefits PERS contribution employer paid

Apply immediately - Provide a resume with a cover letter to Oregon State Bar, Personnel Office Attn: ROA, Oregon State Bar, 5200 S.W. Meadows Road, Lake Oswego, OR 97035-0889. Deadline for application is December 21, 1992.  
Equal Opportunity Employer

## Insurance

### Marketing Representative

Liberty Northwest, a leading, multi-line insurance company, is recruiting for an Entry Level Marketing Representatives.

We are seeking an enthusiastic, self-motivated individual to solicit and service new and existing policies in our small business program.

Qualified applicants must possess a Bachelor's degree and/or equivalent three to five years prior business office experience to include customer service and/or sales experience. Business insurance experience helpful. Sales aptitude, mathematical skills and demonstrated oral, written, interpersonal communication skills required. General property and casualty lines license or the ability to obtain within 60 days of hire required. Valid driver's license and own transportation or method to provide required. Second language skills helpful.

This position provides a competitive benefit package and salary. \*To apply, send resume with cover letter to:

Liberty Northwest Insurance  
Human Resources 053-92  
825 NE Multnomah, Suite 1900  
Portland, OR 97232

### Liberty Northwest

Insurance Corporation  
A Liberty Mutual Company  
Equal Opportunity Employer

### Multnomah County

Social Worker-Aging Services; \$15.53 per hour; apply by December 28.

Senior Planner; \$16.82 per hour; apply by January 8.

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