

CLASSIFIEDS

Senior Management Analyst

Solid Waste Dept.
1 full-time Position
Salary: \$33,679 - \$49,089
Metro is recruiting for one full-time Senior Management Analyst to perform the following essential job duties: research, collect and analyze data on solid waste issues; provide organizational support, research, and materials for committees; develop and organize work programs for policy evaluation; coordinate with staff to assure timely completion; prepare oral and written reports on complex issues for staff, elected officials, and solid waste committees; prepare and monitor program area budgets to comply with Metro policy and goals; monitor and evaluate existing solid waste programs and policies; assist in the development of new plans and policies; coordinate internal and external review of proposed plans and policies. This position closes on January 29, 1993.

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.

METRO

Administrative Secretary

Metro Washington Park Zoo
1 Full-time Position
Class No: 021-0193-ZO
Salary: \$9.90 - \$14.43/Hr.
The Metro Washington Park Zoo is recruiting for one full-time person to perform the following essential job duties: represent the Zoo Director by conducting initial screening of phone calls, mail, personal visits and other requests; organize and update records; create and update computer files using Paradox and WordPerfect software on IBM compatible computers; draft correspondence; transcribe and polish draft material; establish follow-up systems for projects; schedule appointments for Director, meetings of committees, numerous speaking engagements; make travel arrangements; perform booking tasks such as time sheet/payroll work, maintain unit fiscal records, maintain donation report. Does other duties as assigned. This position closes on January 26, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, January 26, 1993. Application 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.

METRO

Manikin Maintenance Assistant

Half-time position to work 20 Hrs. a wk., in our Health & Safety Services Dept. Maintain cleanliness and inventory of manikins by disinfecting them, according to CDC (Center for Disease Control) guidelines. Must be able to read and follow instructions, able to lift 50 lbs., bend, and stand for long periods of time. Hiring range \$5.60 - \$6.30/Hr. Apply 8am - 1 pm, Mon. - Thurs.
American Red Cross
3131 N. Vancouver Ave.
Portland, Oregon 97227
Drug test Administered
An Equal Opportunity Employer

Secretary

Metro Washington Park Zoo
1 Part-Time position
\$8.55 - \$12.04/Hr.

(This is a regular part-time position. Hours will usually be from 8:00 - a.m. to 2:15 p.m., Monday through Friday.)
The Metro Washington Park Zoo is recruiting for one part-time person to perform the following essential job duties: type general correspondence, reports, tables, forms using handwritten or printed copy, and/or utilizing a word processor or electric typewriter; compose simple correspondence; process purchase orders and invoices; receive and direct incoming calls; take messages, answer general questions and furnish information regarding established division or department procedures, policies and services; attend meetings to record proceedings, type minutes in draft; maintain

inventory of supplies and related inventory records including purchasing, receiving and distribution of supplies. Does other duties as assigned. This position closes on January 25, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Monday, January 25, 1993. 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.

METRO

Senior Transportation Plnrr Planning Dept.

1 Full-Time Position
Class No: 350-0193-PL
Salary: \$33,679 - \$47,398
Metro is recruiting for one full-time person to perform the following essential job duties: development and monitoring of work plans and budget studies; writing, including the preparation of the updated RTP and appropriate technical and issue related support documents and memoranda; preparation and coordination of Intergovernmental Agreements; direction and oversight of consultant contracts, staffing, and coordinating a technical advisory committee; coordination of public involvement activities associated with a regional transportation study, including public information, education, and a citizens advisory committee; coordinate Metro and other agency staff; provide overall study coordination. This position closes on January 26, 1993. Applications and supplemental requirements must be received, or postmarked no later than 5:00 p.m., Tuesday, January 26, 1993. 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.

METRO

National Sales Manager

N. W. Fox affil seeks experienced detail oriented NSM. Rep and/or Sales Management experience valuable. Travel, organization, follow-up. Must be able to create a tight follow-up system that fits our reporting structure.
Letter & resume to Walt Adler, General Sales Manager. P.O. Box 49, Portland, OR 97207
No phone calls, please.

Human Resources Personnel Representative Trainee

SAFECO Insurance Company, a FORTUNE 300 company with our Oregon branch located in Lake Oswego, is looking for someone to assist with the Personnel functions. We presently have 290 employees and expect this to grow at a rapid pace in the years to come.

We are a full service, "generalist" type of Personnel department that is responsible for everything from recruiting to benefits administration to retirement counselling.

Requirements:

- Four year college degree with respectable GPA
 - Two plus years of professional level work experience, with some degree of supervisory experience a must.
 - Future, not immediate, relocatability out of Oregon required.
- ### Responsibilities:
- Recruiting and interviewing to fill job openings.
 - Management and employee training.
 - Salary and benefits administration.
 - Being responsible for employee welfare and being an "advocate" for them.

To top off this outstanding job opportunity, we also offer a benefits package that is second to none. Included are; profit sharing cash bonus and retirement plans, a guaranteed retirement plan, a savings plan with company money contributed, major medical and dental and more.

If this sounds like something you have been waiting for, please send your resume with salary requirements to:

Attn: Personnel
SAFECO Insurance Company
4101 SW Kruse Way
Lake Oswego, OR 97035
Attn: Mark Zeiger
Equal Opportunity Employer

Audio/Visual

We've Got Some Mighty Big Shoes To Fill

Audio/Visual Specialist
Nike, Inc. has an immediate opening for an audio/Visual Specialist to provide operational and equipment expertise.
To qualify, you must have vocational college training or extensive experience in the technical areas of AV systems, and at least 3 years experience in the operation and maintenance of the latest in AV equipment. Also you must be able to work effectively in a fast-paced environment, and have excellent communication skills. Camera experience a plus. This position may require occasional evening and weekend work.

For immediate consideration, please forward your resume to: Nike, Inc. Employment Center, ORVAS, One Bowerman Drive, Beaverton, OR 97005. We are an equal opportunity employer.



Development Officer

Oregon Food Bank seeks a dynamic possibility thinker to manage a creative 5 person food & fund development team & play a key role in implementing 5 year strategic plan. Requires excellent communication, planning & management skill; successful experience in developing major grants; ability to develop & implement major gifts program; experience with direct mail & marketing; & familiarity with computer word processing & donor tracking principles. Knowledge of planned giving & experience working with boards preferred. Salary depending on experience with excellent benefits. Send resume & cover letter to: Oregon Food Bank, 2540 NE Riverside Way, Portland, Or 97211 by 2/5/93.
Equal Opportunity Employer.

Data Processing

Data Processing Professionals

Blue Cross and Blue Shield of Oregon is currently seeking System Development Professionals.

Experience should include new system development using COBOL, VSAM, OS/JCL, and TSO/ISPF. Experience with Easytrieve Plus CICS, Adabas/Natural, Expert Systems or PC's is desirable.

Sr. Programmer Analysts

Requires a minimum of 5 years experience in performing systems analysis and design, coding, testing and implementation assignments. Must have demonstrated project leadership experience.

Programmer Analysts

Requires a minimum of 2 years experience in performing systems analysis and design coding, testing and implementation assignments.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #197 at the top of your resume or in your cover letter. Send resume to:

**Blue Cross
Blue Shield
Of Oregon**
Human Resources Dept., 3rd flr
100 S. W. Market
Portland, OR 97201
TDD# 225-6780
Equal Opportunity Employer

Sub-Bids Requested

Oregon State University Forestry Research Lab-Locker Room Remodel
Morris P. Kilty General Contractor, Inc., requests sub bids from all qualified MBE/DBE/WBE.ESB subcontractors and suppliers for the OSU Forestry Research Lab-Locker Room Remodel which bids are due by January 26, 1993, at 2:30 pm.

We are an equal opportunity employer and request sub bids and material quotes from minority, women-owned, disadvantaged and emerging small business enterprises.

Tired of Geriatrics

CNAS work with young Quadruplegics

6.25 Per hour
Good Benefits
Flexible Hours
Apply at
2600 N. Williams
Phone 249-1765

JTPA Grants

Management Analyst
(Program Representative 2)
\$31,271-\$41,666 Annual Salary Range

This position is with the State of Oregon Economic Development Department, Job Training partnership Act Administration program. It is located in Salem.

Four years of technical or professional level experience analyzing, advising, or instructing the public concerning specific programs or processes, monitoring a program or performing participant reviews are required to qualify.

To apply it is necessary to obtain a recruiting announcement, respond to examination questions on the announcement, and complete a state application form. The application materials must be received by the agency by January 22, 1993. Call or write to receive announcement and application:

Oregon Economic Development Dept.

Human Resources Office
775 Summer St. NE
Salem, Or 97310
(503) 378-6324
(503) 581-5115 FAX
(503) 373-1200 TTD

OEDD is an EEO/AA employer and complies with Section 504 of the Rehabilitation Act of 1973.

Graphic Design Manager

Growing manufacturing company is looking for a consumer packaging graphic design manager. The ideal candidate will have 3-5 years graphic production experience. Must be proficient in the use of electronic design processes using Quark Xpress, Adobe Illustrator, Adobe Photoshop, and Aldus Freehand. In addition, candidate must be familiar with electronic pre-press procedures. Bachelor's degree or equivalent required. Please send cover letter and resume with salary requirements to P.O. Box 13480, Portland, OR 97213. Equal Opportunity Employer.

Managers, Operations Section

Principal Executive Manager C

(\$2,692-\$3,790)

The Oregon Workers' Compensation Division of the Department of Insurance and Finance is recruiting for Manager of its Operations Section located in Salem, Oregon. This executive service position supervises and manages four units that provide technical and clerical coordination and support to the other four sections of the Division. The State of Oregon offers many cultural and natural attractions, including: opera, ballet, symphony and theater; hunting fishing and skiing; arid plains, snow-covered mountains, scenic rivers and spectacular ocean beaches; the best wind surfing in the world; Tony-award winning Shakespearean festival; and metropolitan shopping. To qualify you must have five years of experience in supervision or staff-technical or professional level work related to the workers' compensation program and at least one year of supervision and management of a program, section, or unit which involved such areas as development of program rules and policies, long-and-short range goals and plans, program evaluation, or budget preparation. A Bachelors' degree or courses in a field related to management such as Business or Public Administration or a field related to a program of the Workers' Compensation Division may be submitted for up to three years of the required experience. Contact Employee Services, Oregon Department of Insurance and Finance, Labor and Industries Building, Room 100, Salem, Oregon 97310 (503-378-3200) for application information. This recruitment closes on January 20, 1993. Equal opportunity employer

Women's Correctional Center Superintendent

Department of Corrections

This position manages all phases of operation of Oregon's full service, medium custody, 210-bed female prison located in Salem. Four years' management experience in the field of corrections which demonstrates the ability to manage the full range of activities required to operate a medium security facility housing female corrections inmates required as well as experience in budget preparation and personnel and labor relations matters. Salary range \$3,610 - \$5,080 per month. Liberal insurance, retirement, vacation and sick leave benefits. A detailed job announcement and State of Oregon employment application can be obtained from any local employment division office or by calling the Oregon Department of Corrections personnel office, 2575 Center St. NE, Salem, OR 97310, (503) 378-2497. Application materials must be received by 5:00 P.M. January 15, 1993. EEO/ADA Employer

Teaching Position, full time English for Fall 1993. Requirements: 3-5 years experience. Masters degree in Literature or equivalent experience. Application deadline January 15, 1993. Send resumes to: John Keyes, The Catlin Gabel School, 8825 SW Barnes Rd., Portland OR 97225.

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

Wanted:

100 people to lose weight holiday pounds, Now! No Exercise or diet. More Energy. Natural, guaranteed. 303-698-3003.

Apparel
WE'VE GOT SOME MIGHTY BIG SHOES TO FILL.

If you think you can make the best sports and fitness company in the world even better, we'd like to hear from you. We're currently looking for an Apparel Lab Supervisor.

As Apparel Lab Supervisor you will supervise four lab technicians, as well as oversee testing of fabrics, interpreting and providing test results. Candidates should have a BS in Textile Science, Textile Research, Apparel Production or related field and a minimum 2 years' textile/apparel lab test experience, or 4 years' like experience without a degree; strong knowledge of textiles and textile testing necessary, as well as ability to work under pressure, solve problems and demonstrate strong organizational/time management skills.

NIKE offers competitive salaries and excellent benefits. Please send your resume for consideration to: NIKE Employment, Portland Observer Ad, Nolan Ryan Building, One Bowerman Drive, Beaverton, OR 97005. These positions are subject to close at any time.



AN EQUAL OPPORTUNITY EMPLOYER