

CLASSIFIEDS

The Portland Observer

Transportation Engineer 2 \$2590 - \$3547 Monthly

Oregon Department of Transportation seeks applicants for two Senior Transportation Analyst positions in Salem. Will coordinate transportation studies and perform multimodal transportation modeling, and complex traffic engineering, environmental and other planning analyses. Required 5 years relevant engineering experience (related undergraduate degree may be substitute for 3 years of required experience). Contact ODOT Recruitment at (503) 378-6281 for an application packet. Completed applications and test responses must be returned by 5:00 p.m., July 30, 1993. ODOT IS AN AA/EEO employer committed to work force diversity.

Administrative Assistant

Portland Opera Education Dept. seeks F/T assistant able to handle a variety of tasks in a challenging environment. Secretarial, marketing, public speaking, and organizational skills, required. Must be detail oriented, computer literate (WP 5.0; Lotus), flexible, and able to work independently. Arts background a plus. \$8.00/hour. Send letter and resume to:

Portland Opera
Education Department
1516 SW Alder
Portland, OR 97205
No Phone Calls Please

Family Service Coordinator: 2 years experience/education in social services or related field, knowledge of community resources, compute experience. Applications Available: Albina Head Start 3417 NE 7th, Closing date: 7/15/93.

2716 NE M.L. King Jr. Blvd.
303-288-0878 Portland, Oregon 97212

Administrator \$11.92 - \$16.00 Hourly

Oregon Department of Transportation seeks Administrator to serve the Board of Maritime Pilots located in Portland. Position is 1/2 time and occasionally requires full-time work week. As sole support staff, will perform office administration and facilitate the Board's policy-making activities by researching issues and providing policy recommendations. Requires motivated individual with responsible administrative support experience. Contact ODOT Recruitment at (503) 378-6281 (TDD-373-7727) for additional information. Application material deadline is 5:00 p.m., July 29, 1993. ODOT is an equal opportunity/affirmative action employer committed to work force diversity.

City Of West Linn Job Announcement Police Officer

\$2106 - \$2886 DOQ. The City of West Linn is recruiting for a Police Officer. This position is funded by a serial levy. A person in this position is responsible for all aspects of police work. Patrol duties, communication with citizens, traffic stops. Must have ability to communicate effectively and with authority both orally and in writing. Thorough knowledge of Oregon law. Ability to work assigned shifts. Must have sufficient strength and agility to run, lift, push, bend and climb. Valid Oregon Driver's license required. Successful candidate will be required to submit to drug screening and agility testing prior to appointment. Requires High School graduation or GED Certification. One year experience as reserve, civilian or military law enforcement or equivalent required. College level course work in related field preferred. Must be 21 years of age or older. Qualified person must submit a City of West Linn application By July 30, 1993, 5:30 PM, West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068. Applications are available at City Hall, or by sending a self-addressed stamped envelope to the address above. No Phone Calls Please. EEO.

Management Position

Oregon Department of Revenue, Section Manager, Principal Executive/Manager E, \$3365-\$4742/mo. + benefits. Provides overall direction & supervision for section. Requires upper management level experience. For required application and announcement call Revenue Jobline (503)945-8555; TDD (503)945-8617. Closes August 13, 1993. EOE/AEE

Medical Records Director

Salary Range: \$33,276 to \$44,616 RRT or RRA needed for 600 bed public psychiatric hospital. JCAHO accredited. Full Time permanent manager to direct Medical Records Dept. Excel. Benefit Pkg. Call for information and application: Oregon State Hospital, Employee Relations Dept., (503) 378-2340.

Make Your High School Diploma Pay Dividends:

You will train in a marketable skill while earning a monthly salary. The Oregon Army National Guard can give you a \$2,000 Bonus and the Montgomery GI Bill for college. Call SFC Carter 280-6007 OR 1-800-255-2764

Education International Student Enrollment Officer

Bachelor degree required; 3 years experience with international population; 3 years experience clerical/computer; knowledge of immigration laws. Closing Date: July 20, 1993. Warner Pacific College, 2219 SE 68th, Portland, OR 97215

Management Unique Executive

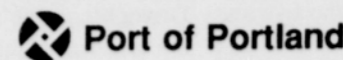
Management Opportunity with nonprofit theatre district board located in Salem, Oregon. Current project is restoration, development, and management of 1300 seat Tudor Gothic movie palace for community performance space. Theatre nominated to the National Trust for Historic preservation and designated a City Historic Landmark. Applicants must have experience in working with restoration projects and building community consensus. Full time position reporting to volunteer board of directors. Salary negotiable depending on experience. Application deadline August 1, 1993. To obtain job description and application materials, call 1-375-0279 or send letter of inquiry to Executive Search Committee, STAGE, Inc., PO Box 6002, Salem, Or 97304. An Equal Opportunity Employer organization.

Counseling Residential Relief Workers \$6 Per Hour

CODA Inc seeks relief workers to provide facility and client supervision at our residential treatment facilities. Experience with residential drug alcohol clients required, variable shifts. Persons currently serving supervised parole or probation are ineligible. Applicants must consent to and successfully complete a criminal background investigation. To apply submit standard CODA application form including screening question responses to address below. Application materials available at CODA Ind., 210 NE 20th, Portland, OR 97232. (503)239-8400. Equal opportunity affirmative action employer.

Port Of Portland Career Opportunities Specialist, Environmental Management Engineering Department Closing Date: July 16, 1993

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All Applications must be received by 5 p.m. on the closing date. Information about career opportunities with the Port can be obtained by calling the Job Hotline at (503) 731-7480.



Employment

City Of Portland

Office of Neighborhood Associations Director - to \$4,860/mo. (Closes 7/23/93)

Senior Risk Specialist to \$51,022/yr - (Closes 07/19/93)

For more info/closing dates call (503) 823-4573 (24 hr job information)

TDD (503) 823-3520

A City of Portland application is required. For applications and instructions, contact:

Bureau of Personnel
1220 S.W. 5th Ave., first Fl.
Portland, OR 9704

apps also available at:

Urban League
10 N Russell

Minorities, females and disabled encouraged to apply.

Request For Proposal

C-Tran is accepting proposals from DBE firms interested in providing Pre-Award/Post Delivery Audit Services on between five (5) and ten (10) 23 foot-25 foot vehicles. This federally funded project has been determined a set-aside for firms that qualify as a Disadvantaged Business Enterprises. Requests for Proposals may be obtained from C-Tran, PO Box 2529, Vancouver, Washington 98668-2529, (206) 696-4494. Please specify Request for Proposals #93-4.

Sealed proposals will be accepted until 2:00 p.m. local time, Thursday, July 29, 1993.

MAGIC CARPET

Sub-Bids Requested

PDX T.E.N. Project - Phase II

Sub-Bids request for the following Bid Package: Concrete Form, Place and Finish Concourse D Pre-Qualified Bidders Only

Bid Package Documents Available On July 19, 1993 Bid Date: August 2, 1993 @ 10:00 a.m.

Baugh Construction Oregon, Inc.

PDX Jobsite 7495 NE Airport Way Portland, OR 97218 (503) 335-3655

Equal Opportunity Employer CCB #62877

Baugh Construction is bidding this package as a subcontractor

LS Bookkeeping



No Business too small!
call 761-7284

Specializing in
Low Cost Small
Business
Bookkeeping
*Daily, Weekly,
Monthly
*Mail Fax Pickup

Employment Officer - 1230-0793-PE

\$35,037 - \$51,052/Yr. (full-time) (Closes July 23, 1993)

This position performs a variety of senior-level professional duties in benefits administration. Supervision is received from the Personnel Director. This position may provide direction to office support staff.

For applications and instructions contact:

Metro - 600 NE Grand Ave., Portland, OR 97232

Applications also available at:

Oregon Convention Center - 777 NE Martin Luther King Jr., Blvd.

The Urban League - 10 N. Russell

The Northeast Workforce Center - 739 N. Killingsworth

METRO

Resumes will not be accepted.

AA/EEO Employer

Nursing

Medicare Medical Review Analyst II

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Medicare Medical Review Analyst II.

This position is responsible for performing medical review activities and for processing appeals and hearing requests on Medicare claims received from providers assuring application of benefits according to HCFA coverage criteria.

Qualified candidates must have current Oregon RN license, preferably with a B.S., strong oral and written communication skills and a minimum of 3 years of current work experience in an acute care hospital setting. This position also requires the ability to interpret and apply regulations and guidelines for specific situations and adaptability to changing work situations CRT/PC experience is also required. Medicare knowledge would be desirable.

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 #180 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

Innovative Progressive Value Driven

If you are seeking a career opportunity with an organization that offers challenge and opportunity, consider Southwest Washington Medical Center. Located in Vancouver, Washington, just minutes from most points in the Portland Metropolitan areas, we are a growing dynamic acute care medical facility.

We are seeking individuals who are highly guest service oriented, creative, and team players in a variety of areas and specialties. From Physical Therapists to Food Service Workers, Radiology Technicians to Registered Nurses, Respiratory Therapists, Speech Pathologists and Housekeepers, opportunity and challenge await.

We offer competitive salaries and an excellent benefits package. For more information about our openings please

contact our Job Line at

(206) 256 2268

or

Doug Williams, Human Resources

Specialist at

(206) 256-2269 V

(206) 256-3244 TDD

**SOUTHWEST
WASHINGTON
MEDICAL
CENTER**

Equal Opportunity Employer