

# CLASSIFIEDS

The Portland Observer

## Job Announcement August 1993

Job Title: Development Director  
Responsible To: Executive Director

Salary: Dependent on experience

Benefits: Paid vacation; paid sick leave; retirement plan; medical, dental, vision, life, short & long term disability insurance; credit unions membership; plus working with a group of people.

Application Process: Mail resume and cover letter with salary history and requirements to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211.

Application Deadline:

September 3, 1993

Job Requirements:

Oregon Food Bank seeks an energetic and creative team player to manage a five person food and fund development staff and play a key role in implementing a five-year strategic plan. Requires excellent skills in communication, planning, problem solving, personnel and project management; successful experience in developing major grants; ability to develop and implement major gifts program; experience with direct mail and marketing, and; familiarity with computer word processing and donor tracking principles. Knowledge of planned giving and experience working with boards preferred.

Oregon Food Bank Is An Equal Opportunity Employer

## Assistant Professor- Research Associate

OR Associate Professor-Senior Research Associate  
This 12-month position will work on federally-funded grants.

Responsibilities include: Teach masters and doctoral level courses; advise Masters and Doctoral students; write grant proposals; participate in ongoing research and model development efforts of the Research and Training Center On Positive Behavioral Support; design and manage personnel preparation efforts in the area of secondary education for students with severe disabilities.

Qualifications: Ph.D in Special Education; experience in the design, implementation and publication of research; experience in writing and managing external federal grants; documented experience in the direct education and support of individuals with severe intellectual disabilities; documented experience in the delivery of behavioral support for individuals with severe disabilities; documented experience in the implementation of single-subject research procedures; documented competence in behavior analytic theory and technology; documented experience in university level instruction of doctoral and masters level students.

Send curriculum vita, copies of published writings, and 3 letters of recommendation by September 30, 1993 to: Patty Schwartz, Specialized Training Program, University of Oregon, Eugene, OR 97403-1235. EO/AA/ADA institution committed to cultural diversity.

## City Administrator position

DuPont, WA.  
Salary Range: \$35,000-\$45,000 per annum depending on qualifications.

Require degree in public administration, political science or business management of a closely related field; 5 years experience as a Municipal Administrator; knowledge of finance, utilities, labor negotiations, inter-governmental relations, personnel; knowledge of Washington State Law is desirable.

Detailed resume to mayor William Gorgensen, PO Box 455, DuPont, WA 98327-0455. (206)964-8121 or FAX (206)964-3554. Deadline: September 17, 1993.

## Nutrition Education Specialist

(Temporarily position which may become permanent if incumbency, on leave until July 1, 1994 does not return)  
Portland Public Schools  
501 N. Dixon, Portland, OR 97227

The Nutrition Education specialist supports nutrition instruction for PK through grade 12 students by coordinating educational resources and staff development activities. Manages special projects related to the school breakfast and lunch program, wellness activities, and public relations for the nutrition service dept. Bachelor's degree in nutrition, master's degree in education or nutrition strongly preferred. Registered dietitian credential required. 2-3 yrs of relevant administrative experience in a school setting is desired, broad based nutrition knowledge, in-depth understanding of children's nutrition needs. 3 current letter of professional reference, letter of application and PPS professional application form must be submitted by the closing date, 5 pm, Friday Aug 27th, 1993. Equal Opportunity Employer.

## Education

Portland State University  
Office of Student Affairs

Portland State University invites applications and nominations for the following position:

### Coordinator Multicultural Center

The Coordinator, Multicultural Center, will be responsible for the planning, coordinating and supervising of the Multicultural Center. She/he will work with students, faculty staff and community representatives to develop programs that reflect the PSU Urban Mission and the diversity of the PSU student population. Minimum qualifications are a Bachelor's degree, demonstrated sensitivity to a multicultural and diverse student population in a postsecondary environment and demonstrated organizational and project management skills. This is a half-time, .5 FTE, 12 month, fixed-term position. Salary is commensurate with experience. For a complete job description and further information call (503) 725-4422. Review of applications will begin no sooner than 30 days after the date of this publication, and will be accepted until the position is filled. Send a letter of application, resume and the names, addresses and telephone numbers of three references to Chair Search Committee: Portland State University; Office of Student Affairs; P.O. Box 751 - OSA, Portland, OR 97207-0751. Fax (503) 725-4882. Effective October 1.

Portland State University is an Affirmative Action, Equal Opportunity Employer

## Employment

The Oregon Housing and Community Services Department is recruiting for a Property Management Specialist (Program Rep. 2 - \$2,606 - \$3,472 monthly). This position protects the Department's security and ensures compliance with program rules and regulations through monitoring and evaluating the maintenance and management of residential income properties located throughout the State. To qualify you must have 4 years of staff technical or professional level experience, 2 of which must have been in performing asset or property management functions. For job announcement and application please contact Faythe Moore, Oregon Housing and Community Services Department, 1600 State Street, Salem, OR 97310, phone 986-2100. Open: August 20, 1993 Close: September 10, 1993 Equal Opportunity Employer. Special Assistance In Completing The Application Form (PD 100) Is Available For Persons With Disabilities.

## Corrections Oregon Department Of Corrections Executive Manager Community Corrections Branch

This position directs the development and administration of the community corrections branch budget and central administrative services. Three years of upper-level management experience in a public or private organization which included responsibility for development of program rules and policies, legislative proposals, strategic planning, program coordination, and budget preparation required. Salary range: \$3,536 - \$4,742 per month. Liberal insurance, retirement, vacation and sick leave benefits. For a detailed job announcement and a required state of Oregon Employment application, contact the Dept of Corrections personnel Office, 2575 Center St. NE, Salem, OR 97310, (503)945-9018, any local Oregon Employment Division Office, or other State Agency personnel offices. Recruitment closes September 3, 1993. Equal Opportunity/ ADA Employer.

## Production - Entry Level

Oregon Cutting Systems, an established Oregon manufacturer, currently has openings for temporary production positions paying \$6.31 an hour.

We are seeking candidates with the following qualifications: flexibility to work different shifts as needed in three area locations, stable work history and good attendance record high school diploma or GED, and the ability to work in a progressive, team environment. Apply in person at 4909 SE International Way, Milwaukie, Oregon, Monday-Friday 10:00 a.m. - 2:30 p.m., or the Employment Division, 506 High Street, Oregon City, Oregon Blount, Inc. Oregon Cutting Systems Division 24-Hour Job Hotline: 653-4441 Equal Opportunity Employer

## Environmental Program Coordinator 2

\$2239 - \$3065 Monthly  
Oregon Department of Transportation seeks applicants for 3 specialist vacancies in Salem. Positions will research, analyze, and write reports and mitigation plans related to impacts of proposed transportation projects; monitor for compliance; and function as staff expert in position-specific arena: Biologist - Focusing on terrestrial and fisheries biology, threatened and endangered species, and wetlands; Socioeconomist-Focusing on sociological, economic, and right-of-way issues; Wetlands Specialist-Focusing on freshwater and estuarine wetlands and related biology concerns. Positions require 2 years environmental analysis or resource management experience related to specialty area AND relevant undergraduate degree or additional 3 years experience. Contact ODOT Recruitment at (503) 378-6281 for application packet. (Please indicate particular position.) Completed applications and test responses due 5:00 p.m., September 10, 1993. ODOT is an AA/EEO Employer committed to a diverse work force.

## The Liquor Commission

seeks to hire an attorney with experience in administrative hearings and alternate dispute resolution to work on a contracted basis, on call. The Commission pays on a per-case basis, with extraordinary work being paid at a pre-negotiated, hourly rate. Some statewide travel is required. For a copy of the request for Proposal, call 653-3011. Response deadline: 5:00pm, 9/3.

## Instructor/Assistant Professor of Special Education at Portland State University

Coordinate placements and supervise practicum/student teachers in public school classrooms. Need knowledge of special education classrooms in the Portland metropolitan area, experience teaching special education and experience supervising others. Requires Masters degree, prefer Doctorate. Need 1.0 FTE in the Severely Handicapped Learner area and .5 FTE in the Seriously Emotionally Disturbed (SED) area. These positions are of fixed-term duration for the 1993-94 academic year. Portland State University is committed to diversifying its workforce, and strongly encourages applications from women, people of color, and individuals with disabilities. Send a current Vita and two letters of reference to: Melany Hanson, Special Education Program, PSU, PO Box 751, Portland, OR 97207-0751. Closing date: August 31, 1993.

## Secretary

Ed & Work Program

Adv Sec training 3 years sec exp; use initiative, problem solve, work with a team; very organized; Microsoft Word & DataEase req; type 70 wpm, excel spelling, grammar, oral & written skills, professional presence, excel benefits; starting on or about 9/20/93. Letter & resume must be received by 3 pm: 9/3/93. Apply to:

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

## TCI Cablevision of Oregon, Inc.

TCI Cablevision Of Oregon, Inc., an Equal Opportunity Employer, currently has a full time opening for the following positions:

Temp Draftsperson  
Drug Test Required Of Final Applicant

Qualifications: Experience in general or engineering drafting & ability to draft using ink. Must be artistic able to work in team atmosphere, have valid driver's license with good record.

Applications Accepted Until: 8/26/93

Interested parties may submit applications/resumes by mail to:

TCI Cablevision Of Oregon, Inc.  
3500  
SW Bond Street  
Portland OR 97201  
Attn: Larry Gilbert

## General Help Wanted Veterans

Put your prior service to use. You can help us with your experience and training and at the same time earn extra spending money. Just give us a try and you will find the Oregon Army National Guard only works with the best. Call SFC Pritchard

280-6007 or  
Toll Free 1-800-255-2764  
or 1-800-255-2764

## Employment

Transportation Coordinator requires ability to work w/ frail seniors, flexibility, good communication, interpersonal, organizational skills, safe driving record, Mon-Fri. 25 to 40hrs/wk. \$6.5/hr. Apply at VOA-ADC, 537 SE Alder St., Portland, Or 97214 Equal Opportunity Employer.

## Immediate Opening

Immediate opening for entertaining on-air news/talk Host. Minimum 3 - 5 years radio talk experience. Tape/Resume to Operations Manager, P.O. Box 14957, Portland, OR 97214 No phone calls please!

EOE

## Data Processing

### Reimbursement/Utilization Management Analyst

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Reimbursement/Utilization Management Analyst. Responsibilities include: performing the complete project development life cycle in both a mainframe and PC development environment to support utilization management, analysis, and reporting. This includes new system development and maintenance of both batch and on-line systems, ad hoc analysis and reporting as required to support Actuarial and Underwriting.

Qualified applicants will have:

- A minimum of 2 yrs exper programming in a 4GL language.
- Strong analytical and problem solving skills.
- A college degree in Business Administration, computer science or equivalent work exper.
- Training and experience in systems analysis, design and implementation.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefit package, flex-time work hours, and competitive salary. Pre employment drug screening required. To assure your resume is processed immediately, place ad #221 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

## Nurse-RN

### Medical Management Coordinator

Blue Cross and Blue Shield of Oregon is currently looking for a Medical Management Coordinator to work in our Medical Affairs Department.

This position performs advanced medical case assessment, management and intervention, concurrent medical review, and quality management/improvement. The Medical Management Coordinator also oversees medical care provided to subscribers to comply with company quality assurance, utilization review and case management policies and procedures. The focus of this position will be on home health & skilled nursing facility authorizations.

Qualified candidates must have a current RN license, extensive and varied medical background and clinical management in medical review, managed care and case management and strong oral and written communication skills. Candidates must also have an Oregon driver's license and be able to provide their own transportation. Case management experience is preferred.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salary. Pre employment drug screening required. To assure your resume is processed immediately, place ad #234 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

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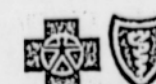
## Word Processing

### Information Processing Analyst II

High volume department in a major health insurance company has an opening for an information Processing Analyst II. Qualified applicants must have the following experience:

Previous machine transcription and at least 6 months experience in the operations of word processing equipment (preferably IBM) in a centralized environment, demonstrated knowledge of correct spelling, grammar and punctuation, ability to follow complex written and verbal instructions and procedures, excellent organizational and communication skills. Trained Word Perfect 5.1 Operator, preferred. Ability to work under extreme pressure, typing 65 wpm, course work in word processing technology also 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 #226 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

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