

# CLASSIFIEDS

The Portland Observer

**Position**  
**Announcement**  
**Program Development**  
**Coordinators**

The Area Health Education Centers Program, OHSU is seeking two (2) qualified persons to do health professions education community development. Responsibilities include: assistance in planning and development of two new centers; providing staff support to these new centers; technical assistance and consultation on needs assessment, program planning and other center requirements; and staff support for other AHEC Program Office activities. Position is located in Portland, OR. Minimum qualification: a masters degree in Public Health, Public Administration, Adult Education, or related discipline with an emphasis on community organization of community development, and five years of progressively responsible health professions education program and community development experience in healthcare system planning and adult education, preferably in rural areas and/or with special or underserved populations. Knowledge of social, economic, demographic, geographic and health care characteristics of Oregon especially rural areas and the needs of special populations. Experience in assisting communities and resolving health care delivery system and health professions education problems is desirable. Salary range \$30-35K. Submit cover letter and resume no later than Oct. 1, 1993 to: Deputy Director, AHEC Program Office, OHSU, L102, 3181 SW Sam Jackson Park Rd, Portland, OR 97201-3098. OHSU is an equal opportunity/affirmative action employer.

**Accounting Assistant**  
**Portland Development**  
**Commission**  
**Hourly Range: \$8.89 - \$12.64,**  
**DOE**

Part-time Accounting Assistant needed 3 days a week for accounts payable processing, data entry, transaction verification and filing. Must have minimum 6 months experience in data entry, 10-key, and typing skills. Knowledge of accounting procedures and capability to handle extended periods of computer entry required. Please pick up application or send resume by September 22, 1993. PDC, 1120 S.W Fifth Avenue, #1100 Portland, OR 97204

**THE PORTLAND DEVELOPMENT COMMISSION VALUES DIVERSITY IN ITS WORK FORCE AND IS COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITY ACTION.**

**Human Resources Technician**  
**Portland Development**  
**Commission**  
**Hourly range: \$11.49 - \$16.44,**  
**DOE**

Part-time technician needed to perform confidential, administrative tasks 3 days a week. Maintain files, schedule interviews, monitor performance review system, perform clerical duties and maintain computer generated personnel reports. Minimum 2-3 years of related experience. Previous clerical and administrative experience required. Knowledge of word perfect and ability to organize and set priorities a must. Please pick up application packet and return with supplemental questions and resume by September 22nd. PDC, 1120 S.W. Fifth Avenue, #1100, Portland, OR 97204.

**THE PORTLAND DEVELOPMENT COMMISSION VALUES DIVERSITY IN ITS WORK FORCE AND IS COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION.**

**Employment**  
**Receptionist/**  
**Secretary**

W&H Pacific, an employee owned engineering firm, seeks a highly organized individual with excellent verbal communication skills for front office position. Primary duties will include operation of multi-line PBX phone system, monitoring the activities of a diverse staff of 85 individuals, meeting and greeting clients, daily preparation of mail, and some errand running. For consideration applicants must be computer literate, possess good typing skills and have prior front office experience. Successful candidate must be able to work with minimal supervision, able to deal with stress, and must be professional in appearance and demeanor. We offer excellent benefits, including a 401K program, health and life insurance. To apply, send or deliver 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.

**Multnomah County**  
Librarian 2/D A's Office; \$16.01 per hour; apply by October 1. For 24 hour job information, call 248-5035 or visit Multnomah County Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer

**Economic Opportunity Committee Of Clark County, Inc.**  
Secretary - Minimum two years clerical experience; one year of college or business school course work may be substituted for one year of experience. Demonstrated ability to type 55 wpm., WP 5.1 required, Lotus 1-2-3, desktop publishing and graphics highly desirable. Typing and WP test will be given. Knowledge of office practices, business English, correspondence layout. 35 hrs./wk., 46 wks./yr; beginning salary \$7.11/hr. Obtain application package, 9 a.m.-4 p.m., Mon.-Fri. (office will be closed 9/15/93), EOC Office, 10621 N.E. Coxley Dr., Ste. 207, Vancouver, WA 98662 (206) 896-9912. Completed applications must be received in EOC Office by 4 p.m., Wed., Sept. 22, 1993. EEOC/AA

**Hearings Officer**  
**\$3,309 - \$4,414**

The Public Utility Commission in Salem is recruiting for a hearings officer to conduct hearings and write orders in motor carrier and utility cases brought before the Commission. Requires a law degree from an accredited law school AND membership in good standing in a state bar AND 1 year of experience conducting formal administrative hearings or 3 years of trial experience as a practicing attorney or an equivalent combination of experience. For application materials, contact PUC Personnel Services at 503/373-7949 or TDD 800-648-3458. Anticipated Close date September 29, 1993. EEO/AA

**Administrative Assistant**

Administrative information Systems Specialist to assist in the information Services Department at a small college. Needs to know computers & major software packages. Be able to work as part of a team. Needs strong communication skills & 2 yrs prior administrative experience. Annual salary range \$16,400-\$17,250. Insurance & tuition benefits included. Send resume to information Services, Concordia College, 2811 NE Holman Portland, OR 97211-6099. No phone calls please. Application deadline Sept 10th.

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**RN LPN CNA**

"Do you enjoy having a part in the decision making process? Do you enjoy working hard and having fun? If your answer is YES! then Bishop Morris Care Center and the Skilled Nursing Facility at Holladay Park are the places to work. Our team is dedicated to making each member a vital part of our participatory management. At our facilities, you will enjoy working with a group of professionals in a progressive and challenging setting. Being a part of Legacy Health System affords our employees many advantages and resources that are hard to find elsewhere. Currently, we are accepting applications for full time, part time and on call positions in our multi-level facility at Bishop Morris (ICF, Skilled and Special Care) and on call CN positions at our Skilled Nursing Facility at Holladay Park Hospital. We offer competitive wages and a full benefits package which includes: medical, dental, vision and life ins.; tuition reimbursement; and retirement benefits which include a matched saving plan. If you are interested in joining our team of professionals, please apply M-Th 9a-3p at Bishop Morris Care Center, 2430 NW Marshall or at Holladay Park Hospital 1225 NE 2nd. Job Hotline: 229-7061 and 280-4727. Equal Opportunity Employer

**Purchasing Analyst 3**

Position with the State of Oregon, Department of Administrative Services, in Salem. Responsible for purchasing, product market research, use of the automated purchasing system, strong problem solving skills and customer service ethic desirable. Purchasing experience a plus. For detailed announcement and job application call 378-4697 by 5 p.m., Sept. 20, 1993. State of OR is an AA/EOE.

**Executive Director-**  
**Portland Area Radio Council**  
Minimum 7 years Marketing/Management experience. Strong communication/presentation skills. Heavy experience in implementing concepts, promotions and special events. Resumes to President-PARC -P.O. Box 14957, Portland, OR 97214 by September 7th. EOE

**Engineer**  
**Senior/Associate**  
**Engineer**

City of Portland Bureau of Water Works. Civil engineer/project manager position responsible for planning, design and construction management related to the development and implementation of Capital Improvement projects for a major water utility. PE and related experience required. Salary range: \$40-\$52K. Minorities, women and qualified individuals with disabilities are urged to apply. Send resume and work history to: Portland Water Bureau, Attention: Project Management Unit, 1120, SW 5th Ave, Room 600, Portland, Oregon 97204. The City of Portland is an Equal Opportunity Employer.

**Transportation Administrator**  
**\$3,718 - \$5,232**

Oregon Public Utility Commission is recruiting for an experienced leader to serve as administrator of Motor Carrier Services Division of the Transportation Program. The division includes the weight-mile tax, registration, and liability insurance function of the PUC. Requires four years of management experience in a public or private organization which included responsibility for (a) development of program rules and policies, (b) development of long and short-range goals and plans, (c) program evaluation, and (d) budget preparation. Graduate-level courses in management may be substituted for one year of the required experience. For application materials, contact PUC Personnel Services at (503) 373-7449, or TDD 800-648-3458. Anticipated closing date is September 24 d

**Training & Employee Development Manager**

Oregon Department of Transportation seeks experienced training and employee development manager to function as key change agent within our team environment. This 2-year limited duration position, located in Salem, will be instrumental in enhancing overall Department performance and implementing a working model of a high performance team. As unit manager, will be responsible for developing training and employee development policies, procedures and programs consistent with a progressive organizational development philosophy, and assisting management in determining training and development resources needed to achieve the agency's strategic and operational goals. Playing an important role on the HR/OD management team, this position requires 6 years experience in training or employee development programs, including 2 years of mid-management responsibilities in a large organization. An appropriate bachelor's degree may substitute for 3 of the required 6 years of experience. In addition to training expertise, the successful candidate will have a proven track record as a proactive manager within a change environment. Contact ODOT Recruitment at (503) 378-6281 (TDD 373-7727) for required application packet. Completed application and cover letter due by 5:00 p.m., October 8, 1993. This vital management position offers a competitive benefits package and negotiable salary. ODOT is an equal opportunity/affirmative action employer committed to work force diversity.

**METRO**  
**Oregon Convention Center**  
**Minority/Ethnic Marketing Agent**  
**Qualifications Due 5:00 p.m., September 30, 1993**

Metro's Metropolitan Exposition-Recreation Commission is soliciting written proposals and qualifications to be filed no later than September 30, 1993, 5:00 p.m., PST. Requirements and procedures for submitting proposals and qualifications are described in detail in a formal request for proposals (RFP) available from Jeffrey A. Blosser, Oregon Convention Center, (503) 235-7575, 777 N.E. Martin Luther King Jr. Boulevard, Portland, Oregon 97232.

Ten copies of the proposals must be delivered to the Oregon Convention Center King Office located at 777 N.E. Martin Luther King Jr. Boulevard, Portland, Oregon 97232 by September 30, 1993, at 5:00 p.m., PST. In the performance of the anticipated work, respondents will be expected to meet the requirements of the Metropolitan Exposition-Recreation Commission Disadvantaged Business Program in contracting activities.

All proposals and statements of qualifications will be evaluated by the Metropolitan Exposition-Recreation Commission. This RFP process will result in a determination of the most responsive and qualified entity to lead this effort. It is anticipated that a contract will be the result of this RFP process.


**Data Processing**  
**Sr. Operations Support Analyst**

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Sr. Operations Support Analyst in the Computer Operations Dept. Qualified candidates will be responsible for performing EDP operation activities which include:

- Identifying & resolving problems related to production processing, minimizing impacts on the production schedule.
- Defining & recommending enhancements to production job streams or the automation of manual procedures.
- Supporting MVS console processing and other duties within the computer center.

Qualified applicants must have 3 yrs related experience, excellent knowledge of MVS/JCL and Utilities, VSAM, TSO/ISPF, Librarian, and adequate knowledge of FDR, CLIST Language and DATASET maintenance & recovery techniques. Demonstrated skills in setting priorities, meeting deadlines & recognizing & analyzing problems & causes. Off-shift & weekend work is necessary, as is the ability to work 12-hour shifts & overtime if required.

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 #244 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 97202**  
**TDD# 225-6780**  
**Equal Opportunity Employer**

**Insurance**  
**Customer Service Representative**

Blue Cross and Blue Shield is currently accepting applications for full time Customer Service Representatives. Qualified candidates will possess the ability to communicate effectively and professionally both orally and in written form involving an in-depth knowledge of all aspects of BCBSO. This position involves the ability to work autonomously in a fast-paced environment, and applicants must have demonstrated excellent attendance in previous employment. Other requirements include:

- 1 yr work experience in customer relations (within the last 2 years, preferably insurance-related).
- Practical knowledge of medical/dental terminology
- CRT experience & the ability to type 40 wpm
- Good math skills

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 #228 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 97202**  
**TDD# 225-6780**  
**Equal Opportunity Employer**

**Sub-Bids Requested**  
**O.D.O.T.**  
**Sunset Highway**  
**Highland (200) Interchange**  
Bid Date: September 23, 1993 Bid Time: 9:00 AM  
Kiewit Pacific Co.  
PO Box 1769 Vancouver, WA 98668  
(206)693-1478 (503)285-4687  
FAX (206)693-5582  
We are an Equal Opportunity Employer and request sub-bids from women and minority-owned business enterprises.