

CLASSIFIEDS

The Portland Observer

Disability Analyst 2 (Appellate Unit Specialist) \$2,195 - \$2,920

The Workers' Compensation Division's Dispute Resolution Section, Appellate Review Unit is recruiting to fill a current vacancy in Salem, Oregon. The Appellate Unit Specialist is responsible for reviewing Reconsideration Requests of Notice of Closures and Determination Orders regarding the extent of disability, and ensuring that timely and appropriate responses to appeals are provided to interested parties. To qualify you must have three years experience evaluating permanent impairment related to disability claims; AND Bachelor's degree in psychology, biology, vocational rehabilitation counseling, or a certificate or license in a medical related field, e.g., nursing, physical or occupational therapy, OR three more years of responsible pertinent experience. To obtain an announcement and application contact Employee Services, Department of Consumer and Business Services, 410 Labor and Industries Building, Salem, Oregon, 97310 (503) 378-3200. An equal Employment Opportunity Employer

Multnomah County

Complain/Hearings Spec-Adult Housing; \$14.52 per hour; apply by October 29. Planner-Aging Services; \$14.52 per hour; Apply by October 29. Park Ranger; \$11.81 per hour; apply by October 29. For 24 hour job information, call 248-5035 or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

Residential Counselors

Residential A/D program for women offenders. Knowledge of A/D and Women's issues pref. H.S. diploma or GED plus 1 yr exp. or Bachelor's degree. Apply: VOA - Attn: Virginia-WRC, 200 SE 7th, Portland, OR 97214 Equal Opportunity

Executive Director

The Women's Foundation of Oregon seeks Executive Director with demonstrated commitment to bettering the economic, cultural, political, and social self-determination of women and girls. A proven fundraiser who has 3 years experience with major donors and corporate giving. Non-profit management experience required. Successful candidate is a self-starter who brings visionary leadership, strong organization, communication, volunteer mobilization and human relations skills. Salary \$30,000 - \$35,000. We are committed to equal employment

Technical Assistance and Outreach Program Manager

The Metropolitan Arts Commission (Portland, Oregon) is seeking an experienced arts administrator for technical assistance and outreach programs. Position open December 1993. Duties include professional practices training & referral, outreach to diverse populations and public relations. Agency budget is \$1.3 million, staff of 11. Salary in mid-thirties/plus fringes. For full job description call Marci Williams (503) 823-5111. Apply with letter of interest and resume, including references, to: Metropolitan Arts Commission, 1120 SW 5th Ave., Rm# 1023, Portland, OR 97204.

Printing Trades Coordinator Night Foreman \$2286 - \$2518

There is one permanent, full-time position with the Department of Administrative Services, Printing Division, in Salem. To qualify you must have:
* successful completion of a printing trades apprenticeship training period; and
* two years work experience in a printing trade which provides a working knowledge of:
a) set up, operation, maintenance and repair of machines and equipment used in a printing trades production unit;
b) materials and supplies used
c) workflow and procedures of a printing trades unit
d) planning, scheduling, coordinating required in a printing trades unit
e) assigning, coordination, prioritizing required between/among trade units
f) production limits of the trades unit; OR
* an equivalent combination of training and experience; be specific in describing your experience.

NOTE: for the current vacancy, preference may be given to those having basic computer skills in DOS and/or McIntosh. This is a swing shift position with working hours from 3 pm to 11 pm approximately. You may obtain a State of Oregon application (PD100) and a copy of the recruiting announcement from any local Employment Division. Contact Margrethe Johnston at 378-3397 x225 for more information. Applications must be received by 5 pm on November 3, 1993.

Equal Opportunity and Affirmative Action Employer

1 Bedrooms

Now accepting applications for 1 bdrm apts at newly constructed Madras Estates in Madras, OR. Units are expected to be available on or about 1/1/94. Applicants must meet income and other FmHA criteria. To obtain rental information write: Madras Estates, P.O. Box 5668, Portland, OR 97228-5668. Guardian Management Corporation Equal Housing Opportunity

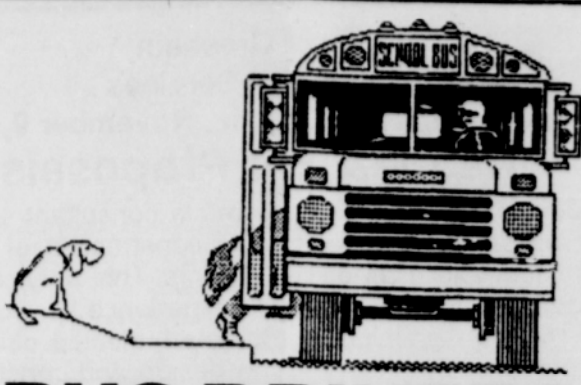
Security

Public Safety Officers

IPC International Corp. is currently accepting applications from mature, responsible individuals at:

Lloyd Center
2201 Lloyd Center
Portland, OR 97232

Full and Part time positions are available with flexible Day, Evening and Weekend Hours. Please apply in person during normal business hours at the Customer Service Booth. eoe m/f/d/v



BUS DRIVERS

- ★ Are you a person who always thinks about doing things safely?
- ★ Do you have to have things done right?
- ★ Can you remain calm under pressure?
- ★ Do others see you as being a helpful, genuine and caring person?

If so, we'd like to talk to you! LAIDLAW TRANSIT is searching for talented bus drivers to transport Portland's most valuable cargo this fall. A valid driver's license and good driving record are required.

WE OFFER:

New Developed Driver Cadet Program
Free Training Advancement Opportunities
Medical & Dental Insurance Paid Holidays
Call today to schedule a phone interview

282-HIRE (4473)

LAIDLAW
TRANSIT, INC.

Equal Opportunity Employer

Vocational Consultant (Rehabilitation Review Consultant)

\$2,261-\$3,008/Month
The Oregon Worker's Compensation Division, Rehabilitation Review Unit is recruiting to fill a vacancy in the Salem office. The Vocational Consultant is responsible for resolving disputes on workers' compensation vocational issues, ensuring that timely and appropriate rehabilitation services are provided to injured workers and for advising insurers and self-insured employers on workers' compensation rehabilitation matters.

You must have three years of vocational rehabilitation, vocational or employment counseling experience in which you were responsible for job training, matching, restructuring, development and placement of injured and/or physically disabled workers; OR a Bachelor's degree in Behavioral or Social Science and two years of the above required experience.

Contact Employee Services, Department of Consumer and Business Services, 410 Labor and Industries Building, Salem, Oregon 97310, (503) 378-3200, to obtain the job announcement and application form. This recruitment will close November 1, 1993. An Equal Employment Opportunity Employer

Supervisor Of Building Maintenance

Willamette University is seeking an individual with at least 8 yrs, experience in a Physical Plant setting (including 5 yrs. in a supervisory capacity) to oversee the maintenance and repair of all university buildings, equipment, and furnishings. This is a full-time position with a starting salary range of \$32,000 - \$35,000 annually. Candidates must have C.F.C. license; working knowledge of Energy Management systems and related computer skills and of appropriate building and safety codes; ability to estimate time & materials for projects, to keep records & prepare concise written reports, and to work well with outside contractors, fellow employees, students, and the general public. Send a resume and cover letter along with the names and telephone numbers of three professional references to: Don Miller, Director of Personnel Services, Willamette University, 900 State Street, Salem, OR 97301. Application deadline is 10/22/93. Willamette University is an affirmative Action/Equal Opportunity Employer.

Transportation Region Manager

Oregon Department of Transportation seeks experienced, visionary leaders with professional engineer registration for two Region Manager positions: One headquartered in Salem, the other in Roseburg. Working within a team environment, these positions lead the development of strategic multi-modal transportation systems and cultivate strong working relationships with diverse constituent groups within their assigned region. For additional information and position requirements, contact ODOT Recruitment at (503) 378-6281 (TDD-373-7727) Applications must be received by November 15, 1993. ODOT is an EEO/AA employer committed to a diverse workforce, and offers a competitive salary and generous benefits package.

Administrative Assistant

Portland based timberland investment management firm seeks a highly motivated, ambitious Administrative Assistant who has a strong initiative and positive, professional attitude. This position will be responsible for the administrative support of the company's real estate team that includes typing, filing, photocopying and backup to the receptionist. Other duties will include assisting in bulk mailings and backup for the general office clerk. Requires strong WordPerfect 5.1 skills as well as Lotus experience. We are an equal opportunity employer. Please send resumes to Vicki Reber, Manager of Human Resources, One SW Columbia, Suite 1720, Portland, OR 97258.

Drivers

Now Hiring and Training
Outstanding Individuals to become Bus Drivers for 1993-94 school year
*Immediate Work Available *Paid Training *Weekly Work *\$7.50 Hourly Wage, Holiday and Sick Pay *Approx 15-20 hrs/week *Flexible Hours
Apply: School Bus Services
1625 S. E. Hogan Rd., Gresham
2205 National Way, Woodburn

Athletic Club

is currently seeking Waiter/Waitress, Bussers, Snack Bar. Join our team of service professionals and create a uniquely pleasant atmosphere for our membership. We offer an exc benefits package. If you are the best, we want you! Call for an appt. 9-11 a.m. 223-8748 Equal Opportunity Employer.

Administrative Assistant/Secretary

Pope & Talbot, Inc., a Portland-based, Pulp, Paper & Wood Products Company is seeking a full-time secretary. The qualified candidate will possess 3 to 5 years of recent secretarial experience. This position will require word processing, spreadsheet and graphics, in a Windows environment. General accounting knowledge, typing skills of 60 wpm, excellent grammar skills and the ability to compose letters and reports. The candidate will need to demonstrate organizational and interpersonal skills, initiative and professionalism.

Qualified applicants should call the Corporate Human Resources Department to request an application packet. Completed packets must be returned prior to the closing date of October 29, 1993.

Corporate Human Resources
Pope & Talbot, Inc.
(503) 228-9161, Ext. 490

Pope & Talbot offers a competitive employee benefit program, and salary commensurate with experience.



Pope & Talbot, Inc.
An Equal Opportunity Employer

Marketing/Sales Portland Rose Festival Association

Seeking highly motivated organized self starter to be responsible for membership sales, group ticket sales, merchandising program, and other marketing sales functions. 3 to 5 years experience in sales and promotions required. Salary commensurate with experience. Pick up application packet, and return it with resume and one page summary of why you want to work for Portland Rose Festival, by 5:00 pm, October 25, to: Portland Rose Festival Association, 220 NW Second Ave, Portland, OR 97209. No phone calls.

Night Shift Supervisor

Growing vitamin manufacturer needs supervisor in packaging department to work Monday through Wednesday nights from 6:45 PM to 7:00 AM. Pay starts at \$7.00 per hour, depending on experience. Ideal candidate will have two years experience in packaging, distribution, and management and/or two years of related college work. Apply M-F 1 to 5 pm or send resume to 3580 NE Broadway, Portland, OR 97232. Equal Opportunity Employer.

Public Information Representative

Education Specialist
\$2,326 - 43,155 per mo.

The Oregon Department of Environmental Quality is accepting applications for a Education Specialist in our Public Affairs office located in Portland.

This position is primarily responsible for Oregon's waste reduction education program, working with the Department of Education and teachers to implement waste reduction education programs in schools and with the general public to promote environmental awareness and responsibility.

To qualify for this position you must have three years of experience gathering information, writing and/or producing materials, presenting information to the public, and public relations. One year of this experience must have included responsibility for news releases and interaction with the news media. A Bachelor's degree in Journalism, Communication, or a closely related field may substitute for up to two years of the general experience. The State of Oregon offers a generous benefits package with health, dental and life insurance; short and long-term disability insurance; contribution to retirement plan; deferred compensation plan; and paid vacation, sick leave and holidays. To receive an application package, please call the DEQ job information recording at (503) 229-5785 by Friday October 29, 1993.

Equal Opportunity Employer

Program Technician 1

Rules Coordinator
\$2,217 - \$3,009 per mo.

The Oregon Department of Environmental Quality is accepting applications for Rules Coordinator of the Management Services Division located in Portland.

This position is primarily responsible for the centralized coordination of agency rule making. This includes the maintenance of rule making procedures, processes and training guides to ensure proposals for new and amended rules are handled in a consistent and legally valid manner. This position coordinates with Information Systems to place the rules into an on-line data system so that masters are kept electronically and rules are developed consistently with the help of automation techniques.

To qualify for this position you must have the equivalent to three years of experience administering or coordinating parts or subset of a project or program.

A Bachelor's degree in Business Administration, Management, Public Administration, or a field directly related to the position will substitute for two years of the required experience.

The State of Oregon offers a generous benefits package with health, dental and life insurance; short and long-term disability insurance; contribution to retirement plan; deferred compensation plan; and paid vacation, sick leave and holidays. To receive an application package, please call the DEQ job information recording at (503) 229-5785 by Wednesday, October 27, 1993.

Equal Opportunity Employer

Employment

City Of Portland

- * Human Resources Analyst - \$34,234 a year to \$43,722 a year at top of range
- * Engineering Associate - \$2,820 a month to \$3,783 a month at top of range
- * Senior Engineering Associate - \$3,602 a month to \$4,172 a month at top of range
- * Emergency Communications Operator Trainee - \$10.97 an hour to \$12.92 an hour at top of range

For more info/closing dates call (503) 823-4573 (24 hr job information) No resumes please.

Bureau Of Personnel
1220 S.W. 5th Ave., First Fl. Portland, OR 97204
Apps also available at:
Urban League
10 N Russell

Minorities, females and disabled encouraged to apply.

Celebrate Diversity

Celebrate Diversity