

# CLASSIFIEDS

## Housing Inspector Vancouver Housing Authority

Immediate opening. This highly responsible position provides inspection services for Section 8 programs, including inspecting private market rental units participating in Section 8, enforcing housing quality standards, negotiating rents and repairs with landlords, conducting rent reasonableness surveys, and processing damage claims. Also inspects VHA owned and managed units for maintenance and repair. Requires experience in building inspection or construction. Knowledge of local building codes, ordinances, and regulations desirable. Must have good oral and written communication skills. \$1,863 - \$2,420 per month, excellent benefits. Call (206) 694-2501 for application materials. Submit to VHA, 500 Omaha Way, Vancouver, WA 98661 by 5 p.m. Monday, November 29, 1993.

Equal Opportunity Employer



## President And Chief Executive Officer Urban League Of Portland

The Urban League of Portland, one of Oregon's premier social service agencies, is seeking a president and CEO. Salary and benefits are negotiable and commensurate with training and experience.

Position requires a master's degree with major course work in Business Administration, Public/Health Administration, Education, Social Work, Human Resources Administration, Finance or related discipline. Five years management experience plus (2) years experience working with a volunteer board.

Responsible for total administration of agency as delegated by the Board of Directors. The agency is a local affiliate of the National Urban League with programs serving at-risk youth and families, students, job seekers and seniors.

For application package or more information, contact our search firm:

S. Brooks and Associates, Inc.  
3575 NE Broadway  
Portland, OR 97232  
(503) 284-7930  
Fax (503) 284-7977

## Portland/Oregon Visitors Association Job Announcement Convention Services Assistant

### Summary of Functions

The Convention Services Assistant, under the direction and supervision of the Manager of Convention Services, and Convention Services Coordinator will be responsible for working closely with the Convention Services staff in an effort to supplement support services in the solicitation and servicing of meetings and conventions for the city of Portland.

**\* Personal Characteristics** - A professional appearance, good communications and public presentation skills, along with a proven ability in working with a diversity of individuals (a must). The Convention Services Assistant must be able to travel independently to domestic and international destinations via commercial airlines. Must have valid driver's license.

**\* Job Experience** - It is preferred that the Convention Services Assistant has had a minimum of two years secretarial experience, preferably in hotel/facilities, convention/tourism, or a related industry.

Applications are available to residents of First Opportunity Target Area only. Target Area boundaries are Banfield Freeway on the south, N.E. 42nd on the east, N. Columbia Blvd. on the north, N. Chautauqua including Columbia Villa on the west.

Applications can be picked-up at the POVA office, 26 SW Salmon St., between 8:30 am and 5:00 pm, Monday thru Friday. **Applications must be filled-out completely and turned-in to the Manager of Convention Services by 5:00 pm, Wednesday, November 17, 1993.**

## Request For Bids

284W

Portland, OR \*Sanitary Sewer 314E  
Multnomah System 11/9 at 2pm  
Co.) NW Doane  
Ave. & NW St.  
Helens

Est. cost \$331,000

Owner: City of Portland, Purchasing, 1120 SW 5th Ave., Room

1313, Portland, OR 97204, (503) 823-6855

Issued By: Owner

**Description:** Major quantities involved in the project involve 923 lf 8-inch CSP, 3 manholes, 415 sy. ac pavement 5-inch, 194 sy concrete sidewalk, 2,700 sy ac overlay 1/2-inch. Bid #C-9826.

## Employment

### METRO

- **Elevator Operator - \$5.68/Hr. (Closes 11/15/93)**  
Under the direction of the House Manager or Event Manager, greets and directs patrons to seat locations via elevator.
- **Public Outreach And Education Coordinator - \$34,891 - \$49,100/Yr. (Closes 11/24/93)**

Independently performs a variety of the most complex regional planning activities, including: development, organization, coordination and implementation of the public outreach and environment will serve as the principal public spokesperson for the program.

### Applications available at:

Metro Personnel - 600 N.E. Grand Ave., Portland, Or 97232  
Oregon Convention Center - 777 N.E.  
Martin Luther King Jr. Blvd.  
**The Urban League - 10 N. Russell**  
The Northeast Workforce Center - 739 N. Killingsworth  
Resumes will not be accepted.  
AA/EEO Employer

### Auditor

\$2,262 - \$3,010

The Oregon Public Utility Commission is recruiting for auditors to audit motor carriers throughout the US and Canada to determine if highway use taxes and prorate fees been have correctly reported and paid and to verify commercial registration fees paid. Positions are located in Salem, Eugene, Portland, and Pendleton, with immediate openings in Portland and Eugene. Requires 4 years experience applying transportation laws, rules, and regulations. Experience could have been gained in a motor carrier shipper organization, transportation regulatory agency, military branch, law enforcement agency, or public utility commission agency. Also requires some experience working with and analyzing numerical records, auditing numerical records, bookkeeping, or accounting. For application materials, contact PUC Personnel Services at 503/373-7949. Anticipated close date December 1.

### Secretary II

Paragon Cable is recruiting for a Secretary to provide secretarial support for the Vice President of Engineering and Marketing. Job duties include: Setup, type, and compose correspondence; collect, assemble, and develop presentation materials insuring accuracy and professional appearance; Answer phones, screen calls, and assist in customer inquiries; schedule meetings and events, take minutes and transcribe as requested; maintain files and records; photocopying; and receive, open, screen and distribute mail. The qualified applicant will possess a high school diploma or equivalent, three years secretarial experience, typing at 50 wpm on a personal computer. Must be computer literate. Demonstrated ability to use WordPerfect 5.1, Lotus 1-2-3, and Harvard Graphics. Excellent written and verbal communication skills. Candidate must be self-motivated and able to lift 10 lbs. Close vision is required. A typing, WordPerfect, and Louts test will be required. Please apply at: 3075 N.E. Sandy Blvd., Portland, OR. A pre-employment drug test is required. We offer a comprehensive benefits package. We are an Equal Opportunity/ADA Employer.



PARAGON  
CABLE



George  
Automotive  
Repair  
& Hobby Shop

7240 NE Union,  
Portland OR 97211  
(503) 289-3814

## Railroad Crossing Specialist

\$2,262 - \$3,010

The Oregon Public Utility Commission in Salem has an opening for a Crossing Safety Specialist. Requires five years recent (within the last 5 years) experience in traffic engineering (surveying, traffic analysis, etc.) or with a railroad, preferably in train, engine service, maintenance, or engineering (foreman, signal maintainer, maintenance engineer, brakeman, conductor, engineer). College courses in civil, electrical, or traffic engineering, business administration, transportation, or a closely related field may substitute for up to two years of experience. For application materials, contact PUC Personnel Services at 503/373-7949. Anticipated close date 11-24-93.

## Research Assistant

The Department of Computer Science of Oregon State University invites applications for the position of parallel computing faculty research assistant. The primary duties associated with this position include the development of tools and applications for a SPARC-based parallel computer system under Solaris, experimenting with these tools and applications, and analyzing and presenting the results. The position requires a B.S. degree in computer science or a related discipline, experience programming parallel computers, familiarity with and experience programming under SunOS, experience working with UNIX kernels, strong interpersonal and communications skills, skill at solving problems independently, excellent C programming ability, and basic understanding of object oriented programming principles and of principles of vectorizing and parallelizing compilers.

Applications, including complete vitae and at least three letters of recommendation should be sent to Parallel Computing RA Search Committee, Department of Computer Science, 303 Dearborn Hall, Oregon State University, Corvallis, Oregon 97331. Questions concerning the position and applications via email should be sent to sheryl@cs.orst.edu.

Application must be received by November 19, 1993.

OSU is an equal opportunity affirmative action employer and complies with Section 504 of the Rehabilitation Act of 1973. OSU has a policy of being responsive to the needs of dual-career couples.

## The YMCA

seeks experienced professional to lead diverse urban branch "Y". Position requires a Bachelor's degree. Candidate must have a demonstrated skills in program development, marketing, fundraising, fiscal management, volunteer development and ability to relate to the minority community. Program include youth sports and child care. Excellent benefits. Salary \$23,346 to \$29,175. Send resume and letter of application to Dave King, Executive Director, Metro Family YMCA, 2831 SW Barbur Blvd., Portland, OR 97201. Applications must be received by 11/15/93.

## OUR MOST IMPORTANT ASSET IS PEOPLE

If you are interested in a career  
with a people-oriented company-

Blue Cross & Blue Shield Of Oregon  
offers a wide variety of career opportunities.

For more information about current openings  
call our JOB INFORMATION LINE: 225-5402



Equal Opportunity Employer

Blue Cross  
Blue Shield  
of Oregon

P.O. Box 1271  
Portland, Oregon 97207

## Performance Measurement Program Manager

Oregon Department of Transportation seeks experienced program coordinator with performance measurement or organization development background for position in Salem. Will manage agency's statewide performance measurement program, facilitate groups and provide related training/consultation. Requirements include 2 years program/project monitoring and coordination experience, with program evaluation responsibilities. Position offers annual salary of \$32,784-\$43,716 and exceptional benefits package. Contact ODOT Recruitment at (503) 378-6281 (TDD-373-7727) for application packet. Completed application materials due 5:00 p.m., November 24, 1993. ODOT is an AA/EEO Employer committed to a diverse work force.

## Safety Director

Oregon Steel Mills, Inc. (OSM) a world class producer of steel plate and pipe products, has an outstanding opportunity for a Safety Director to join our Employee Resources Department.

The position, located at our Portland steel Works facility, will be responsible for managing OSM's safety and health program; providing advice/counsel and training to employees and supervisors regarding sound safety practices and regulatory requirements; and working with safety and health regulatory agencies.

The successful candidate must have a demonstrated ability to manage a safety program in an industrial environment and an in-depth knowledge of OSHA regulations. A degree in safety management is preferred but not required. Computer literacy is a must.

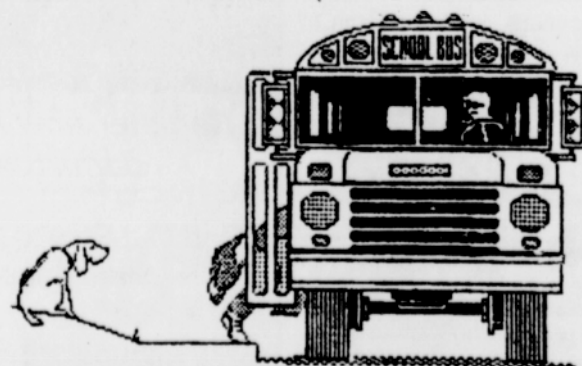
The company offers a competitive salary and excellent benefits including employee ownership and profit sharing. Send resume and cover letter by Friday, November 12, 1993 to:  
Employment Specialist  
Requisition No. 93107  
Oregon Steel Mills  
P.O. Box 2760  
Portland, OR 97208  
An ADA/Equal Employment/  
Affirmative Action Employer

## Mechanic

Mechanic needed for growing manufacturing company. Will be responsible for maintaining packaging line conveyance equipment, and assisting with rebuilds. Must have two years mechanic experience, preferably in a manufacturing environment. Hours vary, usually three twelve hour shifts, 6:30 to 6:30, M-W or T-S. Apply direct M-F from 1 - 5 pm, 3580 NE Broadway, Portland OR. We are an equal opportunity employer.

## Fiscal Manager

Non-profit organization seeks fiscal manager with fund accounting experience, strong accounting and computer skills. Apply in person to Northeast Coalition of Neighborhoods, 4815 N.E. 7th, C-25, Portland, OR 97211, Equal Opportunity Employer.



## 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