

CLASSIFIEDS

The Portland Observer

Administrative Assistant III

(Part-Time-20 hrs/week)
Corporate Tax and Financial Planning/Auditing, Portland

Essential Functions:

Performs complex administrative functions; gathers, compiles, types and distributes reports as assigned. Initiates required administrative reports; answers routine mail and telephone inquiries. May take and transcribe dictation; applies departmental policies and procedures to complex or unique administrative situations. Exercises independent judgment and initiative; has substantial interdepartmental/external contacts. Handles most office tasks independently; relatively little supervision except in unusual or complex situations. May train lower-level office personnel and coordinate/assign work to others.

Job Specifics:

Sole administrative support between two technical departments utilizing advanced skills in ten-key, word processing, spreadsheets, graphics and data base applications. Manages department file systems, assists in preparation of various reports and other special projects as required. Maintains a high level of confidentiality, tact and diplomacy in all interactions with Company personnel, general public and agency officials.

Experience/Education:

Requires H.S. Graduate/Equivalent. Ability to operate standard office equipment as well as demonstrate ADVANCED PC skills in spreadsheet applications and/or word processing. Ability to maintain and enhance high-level computer skills. Five or more years of secretarial/general clerical experience is required. Typing/Keyboarding skill at a tested level of 60WPM/<6 errors required.

Technical Skills Used:

Word Perfect - Windows; Symphony; Excel; Harvard Graphics; Other Graphic Applications

Salary \$10.17/hr - \$12.71/hr
Applicant Pool: External
Deadline: November 12, 1993

Application Process: Submit resume & letter of application outlining your qualifications to:

Northwest Natural Gas Company
Human Resources, Employment
Requisition #93087
220 N.W. 2nd Avenue
Portland, OR 97209

Request For Statement Of Qualification For The City Of Gresham

For Transportation Engineering/Planning Services

The City of Gresham is seeking to hire a firm capable of providing Transportation Engineering/Planning Services. These services will be utilized in providing the City with direction and general approach for Optimizing and Coordinating the Traffic Signals within the City of Gresham.

The City of Gresham has a population of 74,000 people. There are 63 traffic signals within the City, none of which are interconnected. The scope of work for this project includes collecting traffic data as related to the existing signal operations and interconnecting capabilities; and conducting corridor analysis with state-of-the-art software to recommend approaches toward optimizing and coordinating the signals.

Interested parties should submit a "Statement of Qualifications" to the City of Gresham, Department of Environmental Services, Attn: David S. Rouse, 1333 N.W. Eastman Parkway, Gresham, Oregon 97030, by 5:00 P.M., November 19, 1993.

A Statement of Qualification shall include:

1. Name of firm, year established, types of services qualified to perform and size of staff. A general brochure may be submitted.
2. Qualifications of firm. Describe recent project of a similar size and type (attached example study if available). A list of references may also be attached.
3. Indicate which of the staff will be utilized for this project and their project responsibilities. Pertinent resumes of assigned person may also be submitted.
4. The ability of the firm to start work upon contract award.

The City staff will review the letters of interest and select firms to submit proposals. An oral interview may be scheduled prior to final selection. It is intended that a firm be hired by April 1994. Questions regarding submittal should be directed to David S. Rouse, Transportation Division Manager, (503) 669-2430.

Reception

Portland Development Commission
Commission Receptionist
\$18,500-\$26,300, Depending on Experience

Receptionist needed to answer phones, greet visitors, accept deliveries and process mail. Requires strong communication skills and basic computer knowledge, including word processing and spreadsheets. Receptionist must promote positive company image to public. Please pick up application packet and return with resume by November 19, 1993.

Portland Development Commission
Attn: HR - Admin. Spec.
1120 SW 5th 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.

Collections

Portland Development Commission
Loan Collection Specialist
\$26,200 - \$38,000, Depending on Experience

Responsible for protecting the Commission's interest in 6,000 client loan portfolio. Collects money, negotiates repayments, and generates credit reports. Extensive public contact with diverse individuals of all levels of cultural and economic backgrounds. Must have collection law knowledge, math and strong communication skills.

Please pick up application packet. Return with resume and supplemental questions by November 19, 1993.

Portland Development Commission
Attn: HR - LCS
1120 SW 5th 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.

Volunteer Tutors

urgently needed in Reading/Writing Skills. Math, Social Studies, Science, Language Arts for GED-bound youth. Call Albina Youth Opportunity School 288-5813.

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

PORTLAND OBSERVER
Office: (503) 288-0033
Fax #: (503) 288-0015

Administrative

Portland Development Commission
Administrative Specialist II
\$20,000 - \$28,400, Depending on Experience

Performs support duties for neighborhood lending operations. Data entry, filing, telephones. Requires 2-4 years secretarial, or related loan processing experience.

Please pick up application packet and return with resume by November 19, 1993.

Portland Development Commission
Attn: HR - Admin. Spec.
1120 SW 5th 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.

Production

Join Our Packaging Team!

Growing manufacturer urgently needs Packaging Team members for three twelve hour days per week. Day and night shift available. \$5.25 - \$5.55 per hour. Benefits after three months successful on-the-job production. Apply M-F 1-5 pm at 3580 NE Broadway, Portland, OR 97232. Equal Opportunity Employer.

Sub-Bids Requested

For

Ashgrove Distribution Terminal
Pacific Albina Yard, Portland, OR
Bid Date: November 15, 1993 at 3:00 p.m.
General Construction Company
P.O. Box 24506, Seattle, WA 98124
(206) 440-6999, FAX (206) 440-6980
GE-NE-RC-C199CC

We are an equal opportunity employer and request sub-bids and or material supply quotes from minority and woman business enterprises.

We are a member of the AGC or Washington.

Sub-Bids Requested

Portland Distribution Terminal
For Ash Grove Cement Company
Bid Date: 11/15/93 - 3:00 P.M.

Kiewit Construction Company
215 "V" Street
Vancouver, WA 98668
(206) 693-1478
FAX (206) 693-2510

We are an equal opportunity employer and request sub-bids from qualified WMBE/DVBE Subcontractors and Suppliers.

Sub-Bids Requested

NE 15th/16th Avenue Decoupling
Portland, Oregon
Bid Date: November 16, 1993 Bid Time: 2:00 p.m.

Coffman Excavation
P.O. Box 687
Oregon City, OR 97045
(503) 656-7000 Fax 656-0686
CCB #33196

We are an equal opportunity employer and request sub-bids from women and minority business enterprises.

Notice Of Intent

The Oregon Department of Transportation, Region 1 Geology Unit is seeking qualifications from consulting firms to provide a full range of services related to environmental cleanup activities in portions of Columbia, Washington, Multnomah, Hood River, and Clackamas Counties. Environmental cleanup activities may require investigation, delineation and/or remediation of Hazardous Materials projects.

If you are interested in being considered, a Request for Qualifications can be obtained by calling or writing Program/Project Management Services, 307 Transportation Building, 355 Capitol Street NE, Salem, OR 97310; telephone (503) 378-6563.

Statement of Qualifications are due December 1, 1993.

Legal Notice

The Transportation Safety Section, Oregon Department of Transportation, is interested in contracting for consultant services to complete a youth traffic safety program evaluation project. Evaluations will list the scope and purpose of approximately 19 Oregon Programs, determine how well the programs meet their own objectives, and provide a written report at the end of the evaluation period. This contract will not attempt to evaluate the effectiveness of any program as to its specific effect on the reduction of youth traffic fatalities and injuries in Oregon.

It is expected that the resulting contract will total approximately \$20,000.

All individuals and firms interested in receiving a copy of the Request for Proposal should write or call (1-800-922-2022) Transportation Safety Section, Oregon Department of Transportation, 400 State Library Building, Salem, OR, 97310. Proposals must be received at the above address by December 8, 1993 at 5:00 pm.

Resident Initiatives Coordinator Vancouver Housing Authority

Immediate opening. The Resident Initiatives Program is responsible for developing, implementing, and maintaining programs designed to assist VHA residents and their families achieve social and economic self sufficiency. This highly responsible professional position is accountable for program planning and management, needs assessment, resource coordination, and grant writing. Applicants must have knowledge of human service programs and the ability to establish a working relationship with local social service providers. This position requires experience working with low income people in a multi-ethnic, multi-cultural environment, and excellent communication and interpersonal skills. Salary range is \$2,221-\$2,888 per month, excellent benefits. Application materials are available at the VHA Administration Offices, 500 Omaha Way, Vancouver WA 98661 or by calling (206) 694-2501. Completed applications must be received at the VHA no later than 5:00 p.m. Thursday, December 2, 1993.

An Equal Opportunity Employer

Port Of Portland

Career Opportunities
Transportation Services Manager
Business Development & Logistics
Closing Date: November 19, 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.



KEEP HOPE ALIVE

This is my friend Askia. Like many 4-year-olds, he spends his days discovering new wonders.

Unfortunately, he also spends every day waiting for a very special person who can save his life.

You see, like thousands of other African American kids, Askia has a blood disease that will kill him unless he finds a marrow donor. His donor is someone out there whose body tissues are very similar to his.

It could be you.

It's simple to help. You start by taking a free blood test.

Rev. Jesse Jackson

Free marrow donor testing for African Americans

Sunday, November 14, 1993
9 a.m. - 1 p.m.

American Red Cross & Bethel A.M.E. Church • 5828 NE 8th Ave
Portland, Oregon • 288-5429 • 281-7139

McMurphy's Appliance Center

Washer & Dryer \$199⁰⁰

Refrigerators From \$129⁰⁰

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