

CLASSIFIEDS / BIDS

Special Networks Technician:

PCA-TV has recently contracted with Oregon ED-NET, a Division of the Dept. of Administrative Services, State of Oregon, to supply operations support for the video networks operated by Oregon ED-NET. The Special Networks Technician will insure proper technical operation of the networks and provide technical consultation to users of the networks. The successful candidate should have three years background in satellite transmission systems, television broadcast master control OR video engineering. A board technical background is required for this position including familiarity with video production and engineering, computing, data communications and knowledge of FCC rules and regulations. The successful candidate should have excellent communication and interpersonal skills and be able to work well under stress. Call Christine Martin at (503)-288-1515 for application materials. Applications must be postmarked by March 21, 1994. Portland Cable Access TV, Portland, Oregon, is an EEO/Affirmative Action employer.

Portland State University
Development Officer

Portland State University, seeks a Development Officer for its College of Liberal Arts and Sciences and School of Fine and Performing Arts. The incumbent will be responsible for initiating College and School development activities, including individual, corporate and foundation giving programs. The Development Officer reports directly to the Executive Director, University Development in coordination with the Deans of the College of Liberal Arts and Sciences and the School of Fine and Performing Arts. Qualifications: Candidates must possess a baccalaureate degree with a minimum of 3 years of experience in successful development at a University or other comparable organizations. Superior writing, verbal and oral communication skills are required. Salary will be commensurate with experience. Interested candidates should send a letter of application, resume, and the names of five references to: Denise Schmidt, University Relations, Portland State University, PO Box 751, Portland, OR 97207-0751. Review of applications will begin March 7, 1994, and will continue until a suitable candidate is identified.

Portland State University is an equal opportunity, affirmative action employer and is committed to diversifying its work force. Minorities, women, and members of other protected groups are encouraged to apply.

Part-Time Administrative Assistant

An organization serving children is seeking a highly motivated, ambitious Administrative Assistant who has a strong initiative and is comfortable working with groups of people. This position will be responsible for word processing using WordPerfect for Windows, light bookkeeping, and assisting in grant writing. This position has the potential to become full time. Requirements: two years previous work experience as an Administrative Assistant.

We are an equal opportunity employer. Please send resume and cover letter by February 25, 1994 to Vicki Reber, One SW Columbia, Suite 1720, Portland, OR 97258.

Portland House Of Umoja

1986 Chevy 3/4 ton Pick Up Custom Delux. 4.3 six cylinder engine, 4 speed transmission power steering & brakes, dual tanks - exterior & interior in good condition less than 39,000 miles. \$3,000 Contact Jona 282-3296

City Of West Linn Job Opportunity Accounting

\$2658-\$3391 DOQ. Requires four year degree in accounting, finance or business administration plus three years accounting experience and two years supervisory experience. Governmental accounting experience. Equivalent combination of education, experience and training may be considered. Clear, concise and tactful communication required with department peers and the general public. Must be able to read, interpret and implement written rules, procedures, professional guidelines and laws pertaining to governmental accounting and other financial matters. Experience working with complex mainframe computerized accounting applications; spread sheet (Lotus 1-2-3-) and word processing programs (Word Perfect) preferred. Performs advanced professional, technical, supervisory and administrative work in the finance department. Work is independently performed in tandem with the Finance Director. Work is performed in a small, stable department.

City of West Linn application packets must be completed and received at City Hall, 22825 Willamette Drive, no later than 4:30 PM, Monday, February 28, 1994. You may pick up the application materials at City Hall or call 656-4518. TDD.EEO

Lift Program Driver

School Bus Services, Inc.

- Do you like to help people?
 - Get along well with Adults and Senior Citizens?
 - Do you like driving? Safe Driving Record?
 - Can you easily get around Portland with a map?
- Larsen Transportation Services, Inc., a private provider of transportation, has expanded our services to include transportation for senior adults and handicapped passengers for Tri Met in Multnomah County. We are very employee-oriented and are looking for excellent service-oriented drivers to add to our company "family"
- Extensive Paid Training
 - Day, Evening and Weekend Shifts Available.
 - Central Portland and Gresham Facilities.

Learn A New Skill In A Rewarding Occupation

Pleases apply in person Monday-Friday between the hours of 9am-4pm
No phone calls please
At: 925 S.E. Clay
Portland, Or 97214

Oregon Lottery

accepting applications for permanent Information Systems Security Officer. Salary \$2,773-\$3,536 Monthly. Responsibilities include providing technical assistance in data security including planning, coordinating, and implementing security measures to safeguard information in computer files against accidental or unauthorized modification, destruction or disclosure. To qualify you must have: A Bachelor's degree in a Computer Science and one year (full-time) experience in information systems security involving mainframe, network file server, and personal computer systems OR four years experience in information systems security involving mainframe, network file server, and personal computer systems. Application materials which include test questions can be obtained at 2767 22nd Street SE, Salem, Oregon, or by calling (503) 373-0306 or TDD (503) 373-0333. Completed application materials must be received in the Lottery Office by March 15, 1994. The Oregon Lottery is an Equal Opportunity/Affirmative Action Employer; women, minorities and persons with disabilities are encouraged to apply.

PARAGON CABLE Maintenance Supervisor

Paragon Cable has an immediate opening for an experienced technical supervisor to oversee plant maintenance and maintenance department employees in our 110,000 + Portland system.

Qualified candidates need:

- Three to five years experience in cable television service and maintenance areas.
- At least one year supervisory experience.
- Thorough knowledge of two-way addressability, electronics theory, fiber optics, FSMs, sweep equipment and cable analyzers.
- Good communication and organizational skills.
- Good driving record and preemployment physical/drug test required.

Paragon Cable offers a competitive salary as well as outstanding benefits in a drug-free environment. If you would like to be a part of the Paragon team, you may apply in person or send your resume (with salary history) to:

Paragon Cable
3075 NE Sandy Blvd.
Portland, Oregon 97232
Attn: Director of Field Operations
Equal Opportunity,
ADA Employer

The YMCA

seeks an experienced individual to direct a Y facility. Position requires a Bachelor's degree. The facility has a 25-yard indoor pool, free weight room, multi-purpose exercise area and cardiovascular center with 700 members. Candidate in this position also oversees a large nine-site child care department as well as expanding youth and senior programs, and supervises four department heads and budget of \$750,000. Position requires experience and track record in board and financial development, membership promotion and retention, development of youth and family programs and good organizational and people skills. The branch is experiencing significant growth in membership and child care. Capital planning for a new gymnasium is underway. Position offers an excellent opportunity to become a member of Metro Association management team developing new five-year plan. Excellent benefits, including full retirement. Salary \$32,472 to \$40,590. Send resume and letter of application to Jeremiah W. Balsler, President/CEO, YMCA of Columbia-Willamette, 620 SW Fifth Avenue, Suite 410, Portland, OR 97204. Applications must be received by February 21, 1994.

Hospital Clerical

Together In Health Transcriptionist

Full time benefitted position working days for Transcriptionist in our Imaging Department. Requires minimum 1 year radiology transcription experience and medical terminology. Preferred word perfect and computer experience.

Flexible benefit program includes: medical; dental; vision; life; disability; dependent care & health care spending accounts. Other benefit programs we offer: tuition assistance; consolidated paid time off program; tax deferred annuity with an employer matching contribution; and retirement plan.

Please apply at our Employment Office at 2282 NW Northrup, first floor. Monday through Thursday 9AM - 3PM. For a listing of other open positions call our JOB HOTLINE at 229-7061.

Job Announcement

Shelter Assistant in 24hr. alcohol and drug free program for women and children. Crisis counseling, phones, "people" skills required. Minimum of one year clean and sober if in recovery. Graveyard swing, weekend shifts, part-time. Send resume to PO Box 2398, Portland, Oregon 97208.

Deli/Restaurant Manager

Seeking a Deli/Restaurant Manager. Must be enthusiastic, with good organizational skills, and able to work in multi-disciplinary organization. Must be able to work with people with disabilities. Must be able to demonstrate ability to supervise. Experience in bookkeeping. Some cooking experience preferred.

Closing Date: February 28, 1994
Resume To: Personnel Department
Garlington Center Mental Health
4950 NE Martin Luther King Jr. Blvd.
Portland, Oregon 97211
E-O-E

Minorities and the Disabled are Encouraged to Apply

Executive Director

\$3365-\$4742

Excellent Benefits

Oregon State Bd. of Medical Examiners seeks individual with a minimum of 5 years mgt experience. Responsibilities include program and policy development, goal setting, program evaluation, budget preparation and administration, directing staff of 28. Successful candidate will have excellent communication skills. Medical/legal background helpful. BA in management, public administration, or healthcare related field desirable.

Call 229-5873 X 225 for application packet. Job closes march 2, 1994.

Housekeeping

Multnomah Athletic Club

Is currently hiring a Graveyard Housekeeper. We are looking for someone with at least 3 yrs of industrial clearing experience. Hours are 9:30 p.m. - 6 a.m. Fri-Tues. We offer an exc. benefit pkg & free pkg. Call 223-87489-11 a.m. for an appt. Equal Opportunity Employer

Maintenance Supervisor

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 furnishing. 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 & 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 97310. Application deadline is 2/21/94. Willamette University is an Affirmative Action/Equal Opportunity Employer.

Fiscal Assistant I

Performs various accounting tasks, primarily those relating to accounts receivable. Requires one year accounting experience and knowledge of word processing, spreadsheet and database software. Starting wage \$9.49 per hour. Official Salem Area Mass Transit District application must be completed and received by February 25, 1994 at 3140 Webb Ave., N.E., Salem, Oregon 97303. Equal Opportunity Employer.

Girls Wanted

from Or & WA, between 7-19, to compete in this year's 5th annual 1994 Portland Pageants. Over \$20,000.00 in prizes and scholarships. Call today 1-800-Pageant, EXT. 2827. (1-800-724-3268.

Employment

City Of Portland

Secretarial Clark I - to \$1,981 a month at top of range
Secretarial Clark II - to \$2,154 a month at top of range
Technician II (Environmental Specialty) - to \$3,418 a month at top of range

Community Relations Assistant - to \$3,643 a month at top of range
Systems Programmer - to \$4,252 a month
High Climber Trainee - to \$14.36 an hour after 1 year

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.

Invitation For Bids

for furnishing

Various Supplies

Bids are solicited to furnish various supplies for this agency's Cooperative Purchasing program. Bids will be received on the dates noted below by Michael Mlynarczyk, Purchasing Agent, at 11611 NE Ainsworth Circle, Portland, OR 97220-9017 (PO Box 301039) Portland, OR 97230-9039) (Phone: 503-257-1791) until no later than 4:00 pm, Pacific Standard Time (PST), for

- (1) Coarse Paper Supplies, IFB #015-94-256, March 3, 1994
- (2) Health Room Supplies IFB #015-94-253, March 15, 1994
- (3) Athletic/Playground Supplies IFB #015-94-252, March 15, 1994

at which time and address the bids will be publicly opened, but the bid items and prices will not be read aloud.

The successful bidder will not be required to be licensed for asbestos abatement under section 7 ORS 468.883.

Specifications may be obtained at the above office. Each bid must contain a statement as to whether or not the bidder is a resident bidder as defined in ORS 279.029. The District may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the agency it is in the public interest to do so. No bid will be considered that is received after the appointed date and time.

Advertisement For Bids

HOLGATE HOUSE

PIPING REPAIRS (REBID)

PROJECT NO. M2-1501

Sealed bids will be received at the Housing Authority of Portland (HAP), 8910 N. Woolsey Avenue, Portland, Oregon, 97203, until 2:00 p.m., Thursday, **March 3, 1994** for labor and materials to make piping repairs at an existing apartment project. Shortly thereafter, bids will be opened and publicly read. Interested parties are welcome to attend.

The basic work consists of demolition and removal of existing domestic water piping and hot water boilers and replacement with new piping and gas water heaters at Holgate House Apartments, 4601 S.W. 39th, Portland, Oregon.

Interested bidders may obtain one set of bid documents at the HAP Maintenance Office, noted above, upon receipt of \$50 (fifty) deposit, which is refundable when documents are returned in good condition within 10 days after bid opening. Additional sets may be acquired for a \$20 (twenty) non-refundable fee.

A HAP representative will conduct a **pre-bid tour** of the project commencing at the project site, 4601 SE 39th, at 10:00 a.m., Thursday, **February 17, 1994**, and the attendance of bidders is requested. An orientation will be given prior to moving to the project site. Questions posed during the tour, when not addressed in the Contract Documents, will be answered by addendum and mailed to all bidders.

Attention is called to the provisions in "**Supplemental Instructions to Bidders**" regarding MBE participation and "**Special Conditions**", Division H, regarding Non-discrimination of handicapped persons, Worker's Compensation Insurance and Pre-qualification of Contractor. Minimum salaries and wages as set forth in the specifications shall be paid on this project.

A bid security of 5% of the bid is required as prescribed in the "**Instructions to Bidders**", Division "B". No bidder may draw their bid after the hour set for opening thereof until after the lapse of sixty (60) days from the bid opening.

The Housing Authority of Portland may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive all informalities if in the judgement of HAP, it is in the public interest to do so. Questions regarding this project should be directed to **Dave Walter** at 735-4210.

HOUSING AUTHORITY OF PORTLAND

Loren Tarbell,

Director of Maintenance

Sales

Paragon Cable

Outside Sales Representatives

Begin your career with Paragon Cable and don't miss out on the opportunity to be on the leading edge of the dynamic cable television industry, The Information Superhighway. Qualified applicants need to possess a high school diploma or equivalent, own reliable transportation and possess a good driving record. Sales experience helpful, but training will be provided. We offer competitive commissions, excellent benefits, including free Cable TV and the opportunity to work in a team environment and drug-free workplace. A pre-employment drug test is required. Please apply at:

Paragon Cable
3075 NE Sandy Blvd.
Portland, Oregon 97232
Equal Opportunity/ADA Employer