

CLASSIFIEDS / BIDS

Fuels Tax Group Manager

Effective leader, experienced in achieving results related to sensitive political issues, sought for position in Portland. Will direct excise tax audit, collection and refund functions; oversee 15 employees within a team environment; and cultivate strong working relationships with diverse stakeholder. Requires 6 years experience in accounting, auditing or taxation (incl. 2 yrs at managerial level). Relevant degree may substitute for up to 3 years experience. Excise tax experience preferred. Position offers competitive benefits and annual salary of \$36,648 - \$51,612. Contact Oregon Dept of Transportation at (503) 378-6281 (TDD 503-373-7727) for required application packet. Completed application materials due by 5:00 p.m., March 31. ODOT is an EEO/AA employer committed to workforce diversity.

Help Wanted

**Jeanette Fegan School
Child Care Center**
606 N. E. Fremont
287-5656

Teacher Part Time

Must be dedicated, Love Children, up Personality Committed to the well being of Children... Experience and Training in Early Childhood Ed. Cook/Housekeeper/Aide Must be Agile...good spirited, Like Children Dependable, Trustworthy Good Work ethics... No Drugs, Alcohol Maintenance Worker Some Janitorial, Yard Work and Maintenance

**Older Couple for Cook/
Housekeeper, & Maintenance**
Needing to supplement Social Security are encouraged to apply.

City Of West Linn

**Employment Opportunity
Police Officer**

\$2220-\$2886/mo. (negotiations pending) DOQ. A person in this position is responsible for all aspects of police work: patrol duties, communication with citizens, report writing, traffic stops. Must have ability to communicate effectively and with authority both orally and in writing. Thorough knowledge of Oregon law and the ability to work assigned shifts. Must have sufficient strength and agility to run, lift, push, bend and climb. Valid Oregon Driver's license required. Successful candidate(s) will be required to submit to drug screening prior to appointment. Details of testing process will be outlined to candidates selected for interview. Requires High School graduation or GED certification. One year experience as reserve, civilian or military law enforcement or equivalent required. College level course work in related field preferred. Must be 21 years of age or older. Qualified persons must submit a completed City of West Linn application to West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068, by March 28, 1994 at 4:30 PM. Application packets are available at City Hall. No Phone Calls, Please. 656-4518 TDD EEO.

Meter Relay Technician

Position requires a minimum of three years of progressively responsible experience in electrical telemetering, relays and control installation and maintenance at the journey level or an equivalent combination of training and experience. State approved Meter Relay Journey Card or equivalent. Must obtain a Red Cross First Aid Card. Valid driver's license required. \$24.08/per hour. Position Closes April 1, 1994 5:00 p.m. For information and application packet contact: Eugene Water & Electric Board, P O Box 10148, 500 E. 4th Avenue, Eugene OR 97440 ATTN: Human Resources or (503) 484-3769. Equal Opportunity Employer

Volunteer Recruitment Coordinator

Regular benefitted part time position working 20 hours week as the Volunteer Recruitment Coordinator. This position will plan, develop and implement volunteer recruitment for the Retired & Senior Volunteer Program with the result of empowering seniors and retirees to share their knowledge and skills through volunteer service. The goal of this position is to enhance recruitment while meeting the specific needs of the registered organizations and projects. Requires an associates or bachelors degree in marketing, public relations or other related areas. Minimum three years experience in developing and implementing marketing-recruitment plans. Volunteer experience is also required.

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.

Professional

Special Assistant to the Director

(\$36,648 - \$49,176)

Oregon Division of State Lands has an Executive Service position opening for a Special Assistant to the Director. Primary responsibilities are to complete complex research, special projects and studies, and provide recommendations for policy decisions and major issue analysis. Position includes generous state paid benefits. Selected individuals will possess strong communication and analytical skills. Ability to present technical information before legislators, media, and other interested parties. Proven track record in organization policy development, including issues of complex and politically sensitive nature. Extensive research experience apply methods, procedures, and techniques in the land management or natural resource field; applying statistical and forecasting principles and procedures; planning and designing research projects; writing technical research reports and documents; and using statistical computer software packages. Preference may be given to those who possess a degree in natural resource management or a related discipline. To obtain application packet, please contact Mary Elwing at (503) 378-3805. This recruitment closes 5:00 p.m. April 1, 1994 and application materials must be received by that date and time.

The Division of State Lands is committed to the development of a talented and diverse workforce and is an EEO employer.

Vancouver Housing Authority

Laborer/Groundskeeper

The Vancouver Housing Authority has an immediate opening for a Laborer/Groundskeeper to perform manual labor and groundskeeping work on VHA owned and managed properties. Requires ability to do small engine repair and general maintenance on equipment, use of pesticides and herbicides, and ability to perform heavy manual labor in all types of weather. Competitive wage, excellent benefits. Call (206) 694-2501 for application materials. Submit to VHA, 500 Omaha Way, Vancouver WA 98661 by 5:00 p.m. Thursday, March 17, 1994.

An Equal Opportunity Employer

COOK

Cook, On-Call position; 2 years institutional and short order experience preferred. Must be available to work on short notice. Submit letter of interest and resume to:
Springdale Job Corps
31224 E Crown Point Highway
Troutdale, OR 97060
Attn: Human Resources
An Equal Opportunity Employer
M/F/V/D

Childcare

**Part-Time (25-30 Hours/Wk)
Child Development Specialist**
\$6.72 - \$7.35 Per Hour
Plus Bnfts

Duties: CODA, Inc., seeks Child Care worker to work 25-30 hours per week at our Family Treatment Center on SE 86th and Woodstock. Position cares for infants and children of both residential and outpatient substance-abuse treatment clients. Responsibilities include: social educational and recreational activities for infants and children; consult with client on basic care and parenting; room maintenance; co-facilitate groups for parents and their children; document observations on children's behavior on daily log reports; facilitate projects for volunteers. Shift works Sunday 6:15 - 8:15 p.m.; Monday and Tuesday 3:00 - 8:00 p.m.; Wednesday 10:30 a.m. - 8:00 p.m.; and Thursday 1:00 - 8:00 p.m. TO QUALIFY: A Bachelor's Degree with emphasis on child development is required; Two years' experience in professional child care/child development or equivalent are preferred. Applicant must be trained/trainable in 1st Aid and CPR. Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check. TO APPLY: submit standard CODA application form, including screening question responses, to the address below APPLICATION MATERIALS ARE AVAILABLE AT AND MUST BE RETURNED TO: CODA, Inc., 210 NE 20th Ave, Portland, Or 97232; Tele: (503) 236-2290 Ext 254. CODA is an Equal Opportunity/Affirmative Action Employer

MENTAL HEALTH

Garlington Center Child and Family Services

Children's Psychiatric

Day Treatment Program

CHILD AND FAMILY THERAPIST to provide assessment, treatment planning, play & family therapy; case management, and transition services to pre-school children experiencing severe emotional disturbances. Master's Degree in mental health field & 1 year child welfare/mental health experience req'd. Starting salary \$19,000 - \$24,000 annually.

Milieu Therapist to plan & implement therapeutic interventions 7 provide progress documentation & parent support for 10 SED pre-schoolers. BA in mental health field & 1 year early childhood, child welfare or mental health experience req'd. Starting salary \$17,500 - \$18,600 annually.

Both positions require strong oral and written communication skills and ability to serve multicultural population as part of a multi-disciplinary treatment team.

Submit resume specifying position to: Personnel Dept., Garlington/N-NE Community Mental Health Center, 4950 NE Martin Luther King Blvd, Portland, Oregon 97211
Closing Date: March 18, 1994.
Equal Opportunity Employer

CUSTOMER SERVICE

Get Mobilized

Join a high growth, high energy company!!

GTE Mobilnet, a leader in cellular phone sales and service, is looking for dynamic, energetic people to join the Customer Care team in our Portland location. The successful candidates will be flexible, adapt at problem solving, and have experience with high call volumes. Computer skills necessary.

We offer a competitive salary and benefits package in a fast-paced, challenging environment. Please send resume and salary requirements to:

GTE Mobilnet

Human Resources - CCPTLDM
15115 SW Sequoia Pkwy
Suite 150
Portland, OR 97224
Equal Opportunity Employer
M/F/D/V

Principal Executive/Manager D

Current opening, State of Oregon Employment Department, Research, Tax & Analysis Section in Salem. #3,054 - \$4,301 per month.

The purpose of this recruitment is to establish a list of qualified applicants. This list will be used to fill the current vacancy.

To Qualify:

You must have six years of experience in supervision or staff-technical or professional-level work and the experience must have included at least two years of project leader responsibility involving such areas as a) development of program rules and policies, b) long- and short-range goals and plans, c) program and/or project evaluation, or d) budget preparation. A Bachelor's degree or courses in a field related to management, such as Business or Public Administration or a field related to a human resources program, may be substituted for up to three years of the required experience.

Recruiting announcement and required state applications are available at all Oregon Employment Department Field Offices on the State Jobs Display. Announcement is also available on the State of Oregon JOBLINE at 503/373-1199 in Salem, 24 hours a day, 7 days a week. TDD access is available in Salem 503/373-1660.

Applications must be returned to Employment Department in Salem by 5:00 p.m., March 22, 1994. If you need additional information, please call 503/378-3253.

An AA EEO employer

Milwaukie, OR (19,450)

Chief of Police

Salary range: \$3,361 - \$4,765 annually DOQ. 35 employees including sworn, dispatch and support services housed in a new state of the art public safety facility. City located adjacent to the City of Portland. Looking for professional person committed to community policing, team building, problem solving, goal setting and leadership. Requires bachelor's degree/equivalent in law/related field; 5 years progressively responsible police administrative experience preferably in a metropolitan community including personnel management, labor relations, budgeting, fiscal administration & policy formulation. Interest in promoting excellent performance, customer service orientation and pride in department. For application materials, submit a current resume or letter of interest to Human Resources Dept, 10722 SE Main St., 97222. Completed supplemental questionnaire and current resume must be received by HR Dept at the above address on or before 4 PM (pst) Wednesday, March 30, 1994 (postmarks will not be accepted). TDD 503/659-5171, FAX 503/652-4433. EOM

Employment

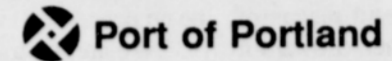
Program Manager (Reopened)

Current Salary Range: \$2392-\$3450

Supervise 15 FTE program unit comprised primarily of employment counselors. The program provides comprehensive job training services to Clark County residents. Good benefit package. BA plus four years relevant experience, including supervisory experience. Contact the Southwest Washington Private Industry Council (PIC) 1950 Fort Vancouver Way, Suite B, Vancouver, WA 98663, or call (206) 696-8417 or TDD 696-8093. Requires PIC application form, resume and cover letter. Applications must be received by the PIC by 4:30 P.M., Monday, March 21, 1994. Candidates will be screened based on education, experience and qualifications. Equal opportunity employer/program; auxiliary aids and services are available upon request to individuals with disabilities.

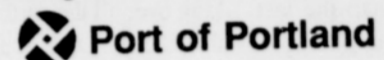
Port Of Portland Career Opportunities Accountant II Finance And Administration Closing Date: March 11, 1994

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.



Port Of Portland Career Opportunities Loss Control Manager Risk Management/Finance and Administration Closing Date: March 11, 1994

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 8 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.



Insurance



Blue Cross Blue Shield of Oregon

HMO Oregon

Blue Cross Blue Shield of Oregon/HMO Oregon offers a wide variety of career opportunities. To qualify for the following positions, candidates must meet the requirements listed:

BENEFITS SPECIALIST (Position #046)

- Minimum 3 years recent in-depth benefits administrative experience handling worker's compensation reporting, case management, 401k & Pension Retirement Plans.
- Knowledge of ERISA, IRS, FASB regulations pertaining to retirement plans, retirement plan documents, worker's compensation regulations; OSHA, EPA, SARA, HAZCOM.
- Group presentation experience pertaining to employee benefits plans.
- College degree in Human Resources Administration and/or equivalent work experience.
- 50 wpm typing.

BUSINESS RECOVERY COORDINATOR (Position #041)

- 5 years exper in Systems Analysis, design & development Project leadership experience.
- Experience making presentations to groups of people at all organizational levels.
- Training experience.
- Thorough knowledge of Systems Analysis & Design Techniques, Project Mgmt methods and Personal Computer hardware & software.
- College degree or equivalent related work experience.

MEMBER SERVICES REPRESENTATIVE (Position #038)

- 1 yr work experience in customer relations within the insurance or medical field.
- Medical claims processing, collection or claims billing experience.
- Practical knowledge of medical/dental terminology.
- CRT experience and the ability to type 40 wpm.
- Good Math Skills.

METHODS AND PROCEDURES ANALYST (Position #042)

- Knowledge of membership related systems and procedures.
- Experience with or knowledge

Blue Cross and Blue Shield of Oregon/HMO Oregon Human Resources Dept. 3rd Floor, 100 SW Market Street, Portland, OR 97207

of computer systems applications.

• Knowledge of premium reconciliation and billing procedures.

Mathematics.

Ability to use terminal, PC and TSO.

Training in data processing, work methods or procedure writing.

Reimbursement management

ANALYST II (Position #054)

College degree in Healthcare or Business Administration.

Strong project management experience.

Professional experience in the health care field as a business analyst and familiarity with current and latest reimbursement approaches and methodologies.

A good background knowledge of institutional, professional provider and/or insurance industry cost mgmt programs.

• Excellent analytical, written and oral communication skills.

• Strong statistical knowledge and experience using SAS programming language.

• Working knowledge of PC and various applications.

SYSTEMS TECHNICIAN (Position #050)

• 4 years experience in data processing related positions and several years experience in technical work installing, maintaining, and performing diagnostics on personal computers, mainframe terminals and networking connections.

• Proficiency in the installation and use of Personal Computers, word processing and spreadsheet software.

• Associate's degree in data processing or equivalent exper.

• Ability to work unusual hours and to be on call to support installations of computer equipment; along with a demonstrated ability to take appropriate action in crisis situations.

• Ability to lift computers and large monitors weighing up to 90 lbs. from the floor to a desk top and often to an extended reach positions.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flextime work hours and competitive salary. Please apply or send resume to: