

Receptionist**Temporary Administrative Receptionist - Secretary**
Starting Salary: \$1,164 - \$1,450 Per Month

The Position: CODA, Inc seeks a Temporary Administrative Services Secretary to provide error-intolerant reception and general secretarial support to the executive staff for up to six months (it may convert to a regular position). Responsibilities include: answer Administration phone lines, handling the call or preparing and forwarding accurate messages; process all incoming and outgoing mail; greet visitors and assist or announce them; maintain tracking systems for incoming checks, employment applications, subpoenas, etc; maintain calendars and office supplies including forms; perform hospitality functions for meetings and for staff milestones; perform general secretarial duties such as typing, collating, filing, maintaining the library and back-up for other clerical staff. Position works typically Monday through Friday 8am until 5pm. **To Qualify:** a high school and two years experience in a similarly-responsible position are required. An AA or two years specialized training in secretarial services is strongly preferred. In a Skills Test administered at the interview, candidates must demonstrate proficiency in typing (60 wpm without error), word processing using WordPerfect 5.0 (additional proficiency in WordPerfect 6.0 strongly desired), multi-extension telephone systems, basic secretarial skills (grammar, punctuation, spelling, typing, etc). Persons currently serving any federal, state, or county parole or probation are ineligible for this position. **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 the oldest and most comprehensive substance abuse treatment center in the Portland area and offers challenging opportunity for professional growth. CODA is an Equal Opportunity/Affirmative Action Employer.

Part-Time Transit Operator

Must be available for work five out of six operating days (Monday through Saturday). No previous bus driving or large vehicle experience necessary to apply. We train. Wage is \$10.26 per hour. Successful part-time operators are considered for full-time positions as full-time positions become available. Pick up a detailed vacancy announcement which lists requirements and an official application form at Salem Area Mass Transit District's Personnel Office, 3140 Del Webb Ave. N.E., Salem, OR 97303. Completed application form must be received by District by 5:00 p.m. on July 15, 1994. Equal Opportunity Employer.

Counseling**Residential Relief Workers**
\$6.30 Per Hour

The Position: CODA, Inc seeks relief workers to provide facility & client supervision on an irregularly-scheduled, as-needed basis at our two residential treatment facilities. Some positions require childcare (infant through toddler) skills & experience. **To Qualify:** requires drug/alcohol treatment experience &/or education. Individuals currently serving any federal, state, or county parole or probation are ineligible for this position. Candidates must consent to 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

Counseling**Temporary Counselor Assistant-II**
Salary \$1164 - \$1213

Duties: CODA, Inc seeks a qualified full-time Counselor Assistant-II at the New Directions Family Treatment Center located at Southeast 86th and Woodstock. This is a **Temporary** position of six months' anticipated duration, although position may conclude earlier or later or may convert to permanent. Duties include: diagnose and treat a caseload of clients (some are pregnant or have small children); maintain client records; supervise the milieu; respond to crisis situations; conduct facility safety checks; co-facilitate up to three groups; plan menus and shop for groceries; supervise UA collection; assist in house maintenance. **Physical Demands:** Must be able to lift loads up to 20 pounds on an occasional basis and perform CPR for 15 minutes continuously. **Shift:** Position works 10:00 am until 12:00 am midnight on both Saturday and Sunday, from 9:30 am until 12:30 pm on Monday, and variable evening hours on Thursday and Friday for a total of 40 hours per week. **To Qualify:** At least one year's experience in drug treatment is required (residential treatment experience strongly preferred). A Bachelor's Degree or substantial coursework toward a bachelor's degree in a human-services discipline is very strongly 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. **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.

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Highway Maintenance Supervisor

Team-oriented crew leader with background in road maintenance or road construction sought for position in Burns. Will supervise and coordinate work of highway maintenance crews engaged in repairing, renovating and reconstructing highway surfaces and related structures. Position offers a competitive benefits and annual salary of \$24,780 - \$33,276. Contact Oregon Dept of Transportation at (503) 378-6281 (TDD 373-7727) for required packet. Completed applications and test responses due 5:00 p.m., July 22. ODOT is an AA/EEO employer committed to a diverse work force.

Receptionist

Busy non-profit corporation seeks professional receptionist. Resp for multi-line phones, customer service, & front office standards. Working knowledge of WP5.1 or WP6.0, Paradox, QuatroPro, and other secretarial duties helpful. HS diploma or GED +4 yrs exp or Assoc Degree or Business College +2 yrs exp req'd. Exp or willing to work with diverse populations desirable. Resume: VOA-JRS, 537 SE Alder, Portland, OR 97214. Equal Opportunity Employer

Financial Services Division Secretary

This is a 20 hour per week job share position. A minimum of seven years general office experience consisting of progressively responsible secretarial and administrative assistant duties. Successful completion of business courses including typing, shorthand and English or equivalent. Valid driver's license required. For information and application packet, contact Eugene Water & Electric Board, PO Box 10148, 500 E 4th Avenue, Eugene OR 97440 (503) 484-3769. Position closes Monday, July 18, 1994 5:00 p.m. EWEB values diversity in its work force and is an equal opportunity employer.

Assistant Planner**Growth Management Planning Department**

Position Responsibilities: The Puget Sound Regional Council is seeking applicants for the above position to provide growth management expertise and technical planning support. Duties include but are not limited to development of growth management planning policies, data research and analysis, preparation of maps, charts, graphs and planning documents and reports relating to the development of the regional urban form; policy and technical research assistance; preparation of correspondence relating to planning activities; and staff support for policy board, advisory committee, workshops, and conferences. A knowledge of growth management planning principles and practices, specific growth management experience, ability to synthesize a wide variety of technical and policy information, ability to work effectively with other employees, and the general public, excellent writing and other communication skills are desirable.

Education: BA in planning or related field, or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Monthly Salary Range: \$2,613 - \$3,502

Maximum Starting Monthly Salary Range: \$3,025.

Applications: Individuals meeting the minimum qualifications are invited to submit a resume postmarked no later than Friday, July 22, 1994, to the Puget Sound Regional Council, 1011 Western Avenue, Suite 500, Seattle, WA 98104. Attention: Assistant Planner Position. Additional information may be requested from the applicant.

In compliance with the Immigration Reform Act of 1986, all persons offered employment by the Puget Sound Regional Council must provide acceptable proof of identity and authorization to work in the United States. It is the Regional Council's policy to provide a non-smoking work environment for its employees.

For a full job description and recruitment packet call (206) 464-7090. Equal Opportunity, Affirmative Action Employer - Women and Minorities encouraged to apply.

Union Organizer

OPEU, SEIU Local 503, rep 20,000 public employees, seeks Organizers. Ext/int/coal organizing. Salary: Org, \$2149-3024; Sr Org, \$3174-3670. Send resume, Exec Dir, OPEU, POB 12159, Salem, OR 97309 by 9/4; EOE.

Firefighter/Paramedic

\$2000 per month plus medical insurance and PERS safety retirement while attending recruit training academy.

\$3,051 - \$3,894 per month plus full benefit package after academy graduation and assignment to 24 hour shift.

Duties include the protection of life and property by preventing and extinguishing fires. Aids the public when medical or rescue emergencies arise. May also be utilized to assist the public with unforeseen circumstances that require immediate action.

To qualify, applicants must possess and maintain a current, valid California Paramedic certification recognized by the Sacramento County Health Department (916) 366-2153, a valid California Driver's License (a Class B Driver's License will be required within six months of employment) with a driving history demonstrating an adequate driving record, a high school diploma or equivalent, pass a physical examination (including a drug screen) and background investigation, and the ability to pass the Job Related Physical Abilities Evaluation test (and annually thereafter as a condition of continued employment).

Send self-addressed stamped envelope for application to: American River Fire Protection District, 3000 Fulton Avenue, Sacramento CA 95821-4705. Closing Date: 5:00pm July 29, 1994. An Equal Opportunity Employer

Education

Program Assistant - Professional Development Center (PDC) at Portland State University. Assists in planning/implementation of marketing, PR, special events to promote PDC programs and image. Assists w/development and implementation of contract programs. Fixed term, renewable 1.0 FTE unranked appointment; reports to PDC Director.

Duties: Assists w/coord of quarterly marketing strategy and catalog. Supervises scheduling, logistics, budget and reviews/revises course descriptions/materials for on-site contract programs. Collects apps, reviews contracts, initiates pmt/bids for contract prog instructors. Resp for desktop publishing of documents; writes/edits press releases, copy. Maintains database files for mkt research, direct mail; conducts mkt and info research. Represents PDC at public events.

Qualifications: Baccalaureate degree, demonstrated exp w/ project mgmt, basic principles of mkt research & direct mail techniques, strategic planning, promotion, graphic design, database software, desktop publishing, effective interpersonal communications skills required. Pagemaker 5.0; background & exp in univ/college environment, work exp in continuing ed/training environment for business professionals, preferred. Need team worker w/flexible schedule (some ev/wknd work), valid DL, access to car.

Call: (503) 725-4820 for job description. Submit cover letter, resume, names and addresses of 3 references to: Chair, Program Asst Search Committee, Professional Development Center, PSU, PO Box 751, Portland, OR 97207-0751. App deadline: 8/15. Portland State University is an AA/EEO organization committed to diversifying its workforce, and strongly encourages applications from women, people of color, and individuals with disabilities.

Social Service

Program Coordinator: Parent Child Development Center. Coordinate the start up activities and planning for a community based child development program. Hiring, training and supervisory responsibilities. Curriculum planning and implementation. Act as a liaison between Mid County Child and Youth Center and The Boys and Girls Aid Society. Master's degree in Early Childhood Education or related field and/or 6 years equivalent experience required. Deadline July 8, 1994. Apply at 018 S.W. Boundary Court, Portland, or call 222-9661, ext. 109. EOE.

Financial Controller

Growing non-profit org. seeks p/t CPA to manage accounting dept. with 5 years exp. and facility with Lotus and Wordperfect. Flexible schedule of 25 hrs/wk with benefits. Send resumes to PO Box 3137; Portland, OR 97208.

Job Opportunity**City of Portland****Intergovernmental Program Coordinator**
Approximate Monthly Salary \$3,820

This is responsible administrative and professional level work in developing, implementing and administering programs. Work includes monitoring the regulatory development process at the State and Federal level through written and personal contacts. Expected closing date: July 19, 1994.

Information Systems Manager
Approximate Annual Salary \$46,550

This is highly responsible technical administrative work managing computer systems. Work involves development, implementation, planning design, programming, directing, maintenance and operation of a major system of area of systems. Expected closing: July 18, 1994.

Apply at City Hall, Room 100, 1220 SW 5th Ave. Portland, OR 97204. Applications also available at local TPIC branch offices, NE Workforce Center and Urban League. Job information call: (503) 823-4352 and TDD (503) 823-3520.

The City of Portland is an AA/EEO employer.

Fiscal Manager 2

\$2,773 - \$3,7183 Monthly

The Oregon Liquor Control Commission is recruiting for a Fiscal Manager 2 in Milwaukie, Oregon.

Minimum qualifications for this position are:

24 quarter (16 semester) or 240 clock hours of accounting courses or a CPA or PA certificate; and three years of experience, including two years providing a knowledge of governmental and fund accounting, including sources of funds; separation and display of expenditures and revenues; budgetary accounting; appropriations, allotments, and encumbrances; and supervising a unit. (Additional minimum qualifications are listed on the job announcement).

To Apply: Obtain State of Oregon Job Announcement No. OC940434 and PD-100 Application form by contacting the Liquor Commission's Human Resources office, 503-653-3019 (TDD 653-3054), or any State of Oregon Employment Division Field Office, (address listed on job announcement). Reasonable accommodations will be provided for people with disabilities. Closes 7/11/94. Affirmative Action/Equal Opportunity Employer

Economic Opportunity Committee of Clark County, Inc. Education Services Supervisor

30 hr/wk. Assists in the Manager of Education Services in the Management of the Education Component including supervision of teaching staff. Position requires Bachelor's Degree in Early Childhood Education or Child Development Credential. Minimum three years consistent paid experience with groups of children 3-5 years of age in early childhood education. Two years supervisory experience preferably in a Head Start/ECEAP program. Must possess valid First aid card, CPR and Food Handler's card, car, valid driver's license and insurance. Starts salary: \$13.64/hr.

Must submit cover letter, resume, 3 letters of recommendation and an EOC application. Obtain application pkg. 9 - 4pm, Mon - Fri, Economic Opportunity Committee office, 10621 NE Copley Dr., Ste 207, Vancouver, WA 98662, (206) 896-9912. Application deadline: Friday, July 15, 4 p.m.

American Honda Motor Co., Inc.**Administrative Assistant**

Must have a minimum of 5 years administrative skills. Highly knowledgeable in PC, Windows a must, detail oriented, excellent communication skills, ability to work under pressure and type 60 wpm. Meeting planning a must. For consideration, send your resume and a salary history to: PO Box 20186, Portland, OR 97220. Equal Opportunity Employer

Systems Software**Programmer**

\$2,384 - \$3,223 Monthly

The Oregon Liquor Control Commission is recruiting for a Systems Software Programmer in its Information Systems Division, Milwaukie, Oregon.

This position shares responsibility for system support of all Liquor Commission computer systems.

Minimum qualifications for this position are:

Two years experience in systems analysis and/or programming; or Associate's or Bachelor's degree in Computer Science and one year experience in systems analysis.

Note: In addition to the minimum qualifications, there are specific skills required, listed on the Job Announcement.

To Apply: Obtain State of Oregon Job Announcement No. OC940425 and PD-100 Application form by contacting the Liquor Commission, Human Resources, 503-653-3019 (TDD 653-3054), or any State of Oregon Employment Division, Human Resources Office (see address on job announcement). Reasonable accommodations will be provided for people with disabilities. Closes 7/21/94.

AA/EEO

Customer Service Representative

This is a 20 hour per week job share position. Four years' general customer relations experience, of which two years shall include recent direct customer service experience. High-school-level education including computer terminal/keyboarding operation; business principles or equivalent training and experience, and training or experience in communications and human relations; familiarity with EWEB policies, procedures and customer billing system preferred but not required. Basic knowledge of accounting, bookkeeping and math preferred. Familiarity with Lotus 1-2-3 preferred. Valid driver's license required.

For information and application packet, contact Eugene Water & Electric Board, PO Box 10148, 500 E 4th Avenue, Eugene OR 97440 (503) 484-3769. Position closes Monday, July 18, 1994 5:00 p.m.

EWEB values diversity in its workforce and is an equal opportunity employer.



BlueCross BlueShield of Oregon HMO Oregon

UNIX LAN**Administrator**

(Position #128)

The UNIX Administrator filling the Sr. Systems Engineer position will have strong Solaris and/or AIX installation and support experience in a large multi-server network. Experience in Token-Ring, Ethernet, TCP/IP, NFS, DNS, Internet, X-Windows, PC to UNIX integration, routing, remote server support, and hardware configuration is a must. Experience in Oracle, MS-Windows, HP-UX, & Novell is a plus. Responsibilities also require on-call support and experience in technology evaluation.

For more information about this and other current openings call our Job Information Line: 1-800-231-1617.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, pace ad #128 at the top of your resume or in your cover letter. Send resume to:

Blue Cross and Blue Shield of Oregon/HMO Oregon Human Resources Dept., 3rd Flr PO Box 1271

100 SW Market Street Portland, OR 97207

TDD #225-6780

Equal Opportunity Employer

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