

CLASSIFIEDS/BIDS

**Administrative/Secretarial
Portland
Development
Commission**

Administrative Specialist II
\$20,000 - \$28,400

**Administrative Specialist II
Housing Dept - (NHP)**
Performs support duties for neighborhood lending operations. Data entry, filing, telephones. Requires good organizational and time management skills. Proficiency in WordPerfect for Windows required. Quattro Pro for Windows desirable. Minimum 2-4 years secretarial, or related loan processing experience required.

**Administrative Specialist II
Development Dept**

Administrative Specialist needed to manage calendar, compose and prepare documents, telephones, process invoices, coordinate meeting and travel arrangements and perform other administrative and clerical duties. Proficiency in WordPerfect for Windows and Quattro Pro for Windows. Position requires good organizational and time management skills. Minimum 2-4 years of related experience.

Please pick up application packet and return with resume by August 5, 1994. Indicate which position you are applying for on return packet.

Portland Development Commission
1120 SW 5th Ave., #1100
Portland, Oregon 97204

The Portland Development Commission values diversity in its work force and is committed to Equal Employment Opportunity and Affirmative Action.

Manufacturing

**Quality Assurance
Inspector**

Local Mfg. company seeking QA Inspector to inspect packaging lines. Six months exp. quality assurance or quality control required.

Hours Monday - Wednesday
6:45pm to 7:00am. \$6.60 hour. Benefits after 90 days. Qualified applicants please apply or send resume to 3580 NE Broadway Portland, OR 97232, M-F between 1 & 5pm. We are an equal opportunity employer.

Job Opportunity

**City of West Linn
Accounting Clerk**

\$1530 - \$1998/mo.

Position requires high school graduation or GED supplemented with College/business school training in accounting, computer science and bookkeeping. Requires two (2) years experience in accounting, general bookkeeping preferably in governmental agency. Keyboard training/experience on mainframe and mini-computers essential. Must have ability and experience coordinating multiple accounting tasks with other staff members. Position performs a wide variety of accounting functions requiring great diversity, prioritization and organizational skills. Keyboarding and 10-key by touch skill tests will be part of the interview process. Completed City of West Linn application and supplemental questionnaire must be received at City Hall, 22825 Willamette Drive, West Linn, OR 97068, by 4:30pm, August 12, 1994. (503) 656-4518 (TDD) EEO.

Manufacturing

Supervisor

Local Mfg. company is currently seeking a Label Room Supervisor. Duties include: train, supervise personnel; set up and work label equipment; maintain reports; etc. Must have minimum of two years college, two years superv. exp. at a dept. level and three years mfg exp. Must be self-motivated. \$8-\$10/hr DOE. Excellent benefit package after 90 days. Qualified applicants please apply or send resume to 3580 NE Broadway Portland, OR 97232, M-F between 1-5pm. We are an equal opportunity employer.

Material Handlers

Part-Time 20-30 hrs/wk

Join Grainger, one of the world's largest distributors of industrial equipment and supplies. We're looking for dependable individuals with a strong work ethic to provide important support at our fast-paced facility. Responsibilities include picking stock, loading/unloading freight, handling orders, assisting customers with merchandise as well as handling a variety of branch functions. Lifting capabilities and strong attention to detail are required. Warehouse and shipping experience a plus. We offer a competitive salary. Apply in person, weekdays at: Grainger, 6335, North Basin Ave., Portland. No phone calls please. We promote a drug-free, smoke-free work environment. EOE.

Grainger

Cable TV

**Installation
Technician**

Paragon Cable

Great Opportunity available to an enthusiastic, self-motivated individual to educate and install cable services. Qualified applicant must have a high school diploma or equivalent, valid driver's license, and good driving record. Bondable, excellent customer relation skills, able to lift 75 lbs, able to work flexible hours including evenings and weekends, able to work in high heights, on ladders/poles up to 40 feet. Previous customer service/sales experience and experience working on ladders or related field strongly preferred. Pre-employment physical examination and drug screening is required. We offer an excellent training program, piece rate pay, and great benefits. Please apply at 3075 NE Sandy Blvd, Portland.

We are an Equal Opportunity/ADA Employer.

Accounting Specialist

Tualatin Valley Fire & Rescue is looking for an accurate, hard working and personable person for Finance Dept. Variety of work in reconciliations, AP, AR, GL budget and audit preparation and special projects. Requires: 2 yrs accounting/bookkeeping exp; some college a plus. Proficiency in computerized acctg system, spreadsheets (Excel) and word processing (WP 5.2 w/Windows); 10-key with mathematical aptitude a must. Must be 18 yrs old, have HS/GED diploma, and hold valid driver's license in the state of Oregon. Salary range \$1901-\$2661. Employer paid benefits. Required District appl available July 18th, 8-4:30 at Admin Office, 20665 SW Blanton St, Aloha, 649-8577. Closing date: July 29th. Equal Opportunity Employer.

Help Wanted

University of Oregon

Editor, faculty/staff newsletter
University of Oregon Office of Communications and Marketing. Oversee development, production and distribution of bi-weekly newsletter, calendar for UO faculty and staff. Bachelor's degree and experience in editing, writing, proofreading, desktop publishing and graphic design. Salary \$16,500 (3/4 time). For full consideration applications must be received by **August 12, 1994**. Call 503-346-3134 for information.

EEO/AA/ADA institution committed to cultural diversity.

Clinical Dietician

Self-directed individual to assess, monitor nutritional status of MRDD clients. Provide nutrition education, write therapeutic diets, document in medical charts, work as IDT member. **MQ:** BA with major coursework in dietetics or nutrition related field. Must be RD or registration eligible.

Contact: Fairview Training Center, 2250 Strong RD SE, Salem, OR 97310; (503) 378-5241; Fax (503) 378-8986. **Closes:** 8/5/94 at 5:00pm. EEO/AA Employer.

**Environmental
Specialist 4**

Toxic Air Pollution Analyst
\$2814 - \$3826 Monthly

The Oregon Department of Environmental Quality (DEQ) is currently seeking qualified applicants for the position of Toxic Air Pollution Analyst located in our Air Quality Division in Portland, Oregon.

To qualify, applicants must have four (4) years experience in environmental protection, environmental control, or natural resources management programs;

and

a Bachelor's degree with major study (thirty quarter hours or twenty semester hours) in Environmental or Physical Science, one of the natural sciences, Engineering, or a closely related field; or three (3) additional years of responsible pertinent experience.

To receive an application and announcement, call the DEQ jobline at (503) 229-5785, TDD (503) 229-6993, no later than Wednesday, August 3, 1994.

Equal Opportunity Employer

Project Coordinator

Start up and management of a Parent Child Development Center serving families with 0-3 in Mid-Multnomah County. Education and experience in Early Childhood Education. Ability to work in a collaborative way with the community. We value diversity. \$19,500 - 29,500. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland, OR 97201. Equal Opportunity Employer. **No Phone Calls.**

Clinical

Psychologist 2

Two full-time positions available in JCAHO accredited long term hospital. One is a permanent position on 20-bed adolescent ward. One is a limited duration position on 30-bed geropsychiatric ward. Duties include assessment, psychotherapy, behavioral programming, IDT member, and staff clinical supervision. Ph.D. and 4 years post-master experience required. Salary range is \$3154-\$4209. Excellent benefits. For announcement and application: Employee Relations (503) 945-2815. Oregon State Hospital, 2600 Center St., N.E., Salem, Oregon 97310. Respond by 8/15/94. EEO.

Forestry Analyst

Timber investment firm has an immediate opening for a full-time one-year forest planning analyst. The position requires background in forest management and strong computer skills. A.B.S. in forestry strongly preferred and knowledge of Lotus 1-2-3 and DOS is required. Work will include harvest scheduling, long term planning and evaluation of silvicultural opportunities. The position is in Portland, Oregon. Please send resume and cover letter to: Vicki Reber, One SW Columbia, Suite 1720, Portland, OR 97258. We are an equal opportunity employer.

Manufacturing

**Shop Floor
Supervisor**

Local Mfg. company is seeking a Shop Floor Supervisor for packaging dept. Must have two+ years of supervisory experience in pkg or mfg and 2+ years of related college work or equivalent. Hours are M-F day shift floating 40 hours, plus every other Sat. Starting pay is \$7 - \$9 hr. plus excellent benefits package. Please apply or send resume to 3580 NE Broadway Portland, OR 97232, M-F between 1-5pm. We are an equal opportunity employer.

Promotions Assistant

Immediate opening for Full Time Promotions Assistant. Top Portland area radio station. Send resume to P.O. Box 14957 Portland, OR 97214. Attn: Station Manager - no phone calls - Equal Opportunity employer.

**Administrative
Director**

Oregon Children's Foundation

The Oregon Children's Foundation, a non-profit organization which operates the statewide SMART (Start Making a Reader Today) program, is looking for a uniquely talented and skilled person to serve as Executive Director of the Foundation. The SMART program has been accepted in schools through the state; is growing faster than expected; and is contributing to measurable improvements in test scores for children in grades 1-3. The immediate challenge facing the new Executive Director is to meet existing program needs while positioning the program and staff to manage growth successfully.

The Executive Director will be responsible for the design and implementation of:

- Focused results-oriented fundraising strategies & sponsorships management programs
- Effective, creative volunteer recruitment & retention strategies
- Responsive, supportive school & community relations strategies that can be adapted to local needs
- Management programs to meet the diverse needs of salaried and volunteer staff
- Strategic plans for long term growth and expansion

The successful candidate will have appropriate experience in operating and managing a non-profit program and/or a proven track record as a school administrator with course work and/or experience equivalent to a Bachelor's degree in a related field.

The position works for the Foundation's Board of Directors and reports to the Board President. Salary is commensurate with experience and a comprehensive benefit program is included. To apply, please submit resumes by July 29, 1994 to:

The Oregon Children's Foundation
Attn: S. Wynne
222 SW Columbia
Suite 1850
Portland, Oregon 97201

The Oregon Children's Foundation is an Equal Employment Opportunity Employer.

**State Audit
Administrator**

Audits Division
Oregon Secretary of State
\$3718-\$4984/Month

To Qualify: Requires undergraduate degree in accounting or related field with six years experience performing financial, compliance, management, operation or program audits in a public or private organization. Three (3) years of this experience must have included supervising the activities of a professional staff. For forms and information contact Secretary of State Personnel, (503) 986-1527 or TDD (503) 378-5812. Recruitment closes Friday, August 12, 1994.

Multnomah County

**Violence Prevention Resource
Coord:** \$31,774; apply by August 5.

**Displaced Youth/Teen Parent
Prog Spec:** \$14.88 per hour; apply by August 5.

Affirmative Action Specialist: \$33,362; apply by August 5.
Library Early Childhood Resources Asst: \$12.25 per hour; apply by August 5. Minority and bilingual candidates encouraged to apply. Call 248-5035 (248-5170 TTY) for job information or visit Employee Services, 1120 SW 5th Ave., Room 1430, Portland. Equal Opportunity Employer.

**Traffic Assistant/
Log Editor**

Computer experience and broadcast traffic knowledge a must for this job which requires careful attention to detail in daily program log production. Closing date 8/12/94. Send resume to: Personnel/TM, 910 NEMLK Jr. Blvd., Portland, OR 97232. EEO. No phone calls, please.

Career Opportunities

Port of Portland

**Administrative Coordinator
Public Affairs/Executive Departments
Closing Date: July 29, 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 5pm on the closing date. Information about career opportunities with the Port can be obtained by calling the Job Hotline at 503-731-7480.

Career Opportunities

Port of Portland

**Operation Supervisor - PDX
Aviation Department
Closing Date: August 15, 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 5pm on the closing date. Information about career opportunities with the Port can be obtained by calling the Job Hotline at 503-731-7480.

Career Opportunities

Port of Portland

**Senior Aviation Planner
Aviation Planning Division
Closing Date: August 12, 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 5pm on the closing date. Information about career opportunities with the Port can be obtained by calling the Job Hotline at 503-731-7480.

Job Opportunity

City of Portland

Auto Body Restorer

Approximate Hourly Rate: \$16.25 at entry & \$17.66 (6 mos.)
This is skilled work in repair, reconstruction, painting and retouching of vehicles, bodies and fenders. Work includes inspections, alignments, replacement, repairs, molding, cleaning, priming, sanding, masking and spraying of automobiles, trucks and other large size equipment. Tentative closing date: Friday, August 5, 1994.

Water Lab Technician

Approximate Hourly Wage: \$13.13 at entry & \$15.27 (6 mos.)
This is entry level skilled technical work in laboratory analysis of water samples. Employees responsible for collecting preparation and testing of samples of potable water supply. Tentative closing date: Friday, August 5, 1994.

Building Inspector

Monthly wage: \$3,116 to \$3,560 after 1 year.
Building Inspectors enforce compliance with building related codes and ordinances covering the erection, alteration, or repair of structures. Tentative closing date: Friday, August 5, 1994.

Police Sergeant

Promotional opportunity for qualified City of Portland Police Officers. Closing date: Friday, August 5, 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.

**H.R. Secretary/
Accounting**

Tualatin Valley Fire & Rescue is looking for a high energy person who is an independent thinker, extremely flexible, with exceptional interpersonal and organizational skills! Will provide secretarial support to Finance and Human Resources Depts., including design and maintenance of spreadsheets and data bases to accomplish mathematical tasks as well as reports; typing of correspondence and reports, transcribing of machine dictation and office filing. Requires: 2 yrs secretarial exp; excellent skills in PC software programs including spreadsheet (Excel), data bases (Access), WordPerfect 5.2 w/Windows; skill in 10-key with mathematical aptitude. Must be 18 yrs old, have HS/GED diploma, and hold valid driver's license in the state of Oregon. Salary range \$1411-\$2115. Employer paid benefits. Required District appl available July 18th, 8-4:30 at Admin Office, 20665 SW Blanton St, Aloha, 649-8577. Closing date: July 29th. Equal Opportunity Employer.

Housing Officer

The Oregon Housing and Community Services Department is accepting applications for a Housing Resource Officer. Responsible for coordinating and administering the State's Low Income Rental Assistance and Tenant-Based Assistance Programs. Provides training and technical assistance to the Department's network of rental assistance subgrantees. Monitors subgrantees' operation of programs designed to assist farmworkers. Bilingual skills required and bicultural background preferred (Hispanic). Annual salary range is \$31,272-\$41,664. Announcement and State application can be secured at Local Employment Division Offices throughout Oregon. Also call if disabled and need an alternative format to complete application form. Hearing impaired - TDD (503) 986-2100. Applications, (PD 100 and examination response), must be received at the Department by 8/10/94. Announcement No. OC940521.

Mental Health

Case Manager/Therapist and Residential Case Manager/Intake Worker for a day treatment program. Requires exper. working with personality disorders and chronically mentally ill adults. MSW or master's degree in human services required. Send resume to: CCMH, 6329 NE M.L. King Jr. Blvd., Portland, OR 97211. Attn: Alice Bergman. Deadline: 8/5/94.

Radio

Part-time on-air anncr. Must have 3 years of on-air radio exp. Send T and R to Apogee Communications, 4614 SW Kelly, Portland, OR 97201. EOE.