

CLASSIFIEDS

FIS Coordinator/ Trainer

Office of Business Affairs
Western Oregon State College

Experienced individual to coordinate new Financial Information System (FIS), includes planning, implementation, maintenance and training of this accounting system. **Qualifications:** Bachelor's degree in business accounting or related field preferred; knowledge of accounting principles, computerized accounting systems, and internal controls necessary. 12-month, fixed-term appt., \$27-32,000 salary, excellent benefits. **Application:** Send cover letter, resume and names, addresses, and telephone of 3 references by **Aug. 15, to: Darin Silbernagel, Director, Business Affairs, WOSC, Monmouth, OR 97361**, telephone (503) 838-8201. AA/EOE. Women, minorities and individuals with disabilities encouraged to apply.

Library Aid I City of Milwaukie, OR

Salary \$7.90 - 10.08/hr. DOQ. 30 hours/week, prorated benefit package. We are seeking a reliable person willing to work days, 2 nights per week, and every other weekend, depending on schedule in the Leeding Library. This is an entry level library clerical position which involved assignment to a major function of the library such as children's cataloging, or circulation. Works at the circulation desk; shelves books; and assists library patrons. **Requires** a high school diploma or equivalency; one year employing technical library and clerical skills; light physical exertion, considerable standing and walking; and must be able to work well with the public. **Please Pick Up Applications** at City of Milwaukie, Human Resources, Dept., 10722 SE Main Street, Milwaukie, OR 97222; (503) 659-5171. Minorities and women are encouraged to apply. Completed City Application and supplemental questionnaire must be received by 4pm, Monday, Aug 15, 1994, in Human Resources at the above address. TDD #659-5171, Fax #(503) 652-4433. Resumes Will Not Be Accepted. EEO.

Maintenance Mechanic

Frito-Lay, Inc.

A division of Pepsico, Inc., a world leader in the snack food industry. We are looking for qualified individuals who desire the challenge and opportunity of working for a successful, growing industry.

Frito-Lay, Inc. seeks a qualified electrical/general maintenance mechanic. Duties include:

- Trouble shooting, maintenance of electrical, mechanical, pneumatic and hydraulic food processing and packaging machinery.
- Knowledge of welding procedures, combustion systems, boilers, air compressors and machine tool operations.
- Minimum of 3-5 years experience in a manufacturing maintenance mechanic position.
- Familiar with Allen Bradley PLO Systems desired.

No Phone Calls Please

Please list previous employers phone numbers and apply at: Washington State Job Service 603 W. Evergreen Blvd. Vancouver, WA

Equal Opportunity Employer
M/F/D/V

Manufacturing

Night Shift Manager

Rapidly expanding consumer goods mfg. needs 2 qualified managers to supervise our fast paced multi plant operations on swing and graveyard. Strong leadership skills, 5 years supervisory experience and a broad knowledge of mfg. and operations required. Excellent growth potential and benefits. Please apply or send resume with salary history to: PO Box #13480, Portland, OR 97213. We are an equal opportunity employer.

Head Start/ECEAP Economic Opportunity Committee of Clark County, Inc.

Teacher - 32 hrs/wk, 35 wks/yr. Requires Bachelor's Degree in Early Childhood Education; or Bachelors Degree in Education, with an ECE endorsement or Child Development Associate (CDA) certificate. One year consistent paid experience with groups 3-5 years old in preschool program, including supervision of adults and classroom planning/management. Must have a Food Handlers Card and First Aid and CPR certificate. Entry is expected at \$10.31/hr.

Teacher, Provisional - 40 hrs/wk, Sept. - March. Requires Bachelor's Degree in Early Childhood Education; or Bachelor's Degree in Education, with an ECE endorsement or Child Development Associate (CDA) certificate. One year consistent paid experience with groups of children 3-5 years old in preschool program, including supervision of adults and classroom planning/management. Must have a Food Handlers Card and First Aid and CPR certificate. Entry is expected at \$10.31/hr.

Teacher Assistant II - 30-40 hrs/wk, 34 wks/yr. Requires AA degree in Early Childhood Education and one year consistent paid experience with groups of children 3-5 years old in a preschool program or a Child Development Associate (CDA) and years consistent paid experience with groups of children 3-5 years old in preschool program. Must have a Food Handlers Card and First Aid and CPR certificate. Entry is expected at \$7.61/hr.

Teacher Assistant I - 22 hrs/wk, 30 wks/yr. Completed 12 grades or equivalent. One year of experience working with children and families in a human service capacity. At least 18 years old. Early Childhood Education credits at a college or university and recent participation in workshops, training sessions, or seminars emphasizing the development and education of the preschool child are desirable. Must have a Food Handlers Card and First Aid and CPR certificate. Entry is expected at \$5.97/hr.

All applicants 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 Coxley Dr., Ste. 207, Vancouver, WA 98662, (206) 896-9912. Application deadline for all positions: Fri., Aug. 12 at 4pm. Interviews will be held on Wed. Aug. 17 for Teachers and Thur. Aug. 18 for Teacher Assistants. EEOC/AA

Housing Specialist

5 FTE. Coordinate efforts with pregnant and parenting youth (ages 13-17), their families and shelter families in the provision of crisis and long term housing. Participate in program development and implementation. Competence in working in a multi-cultural setting. Position guaranteed through June 30, 1995. Flexible schedule required. Must have own vehicle. Deadline for applications is August 8, 1994. Salary range for .5 FTE \$7,552 - 11,328, DOE. Apply at The Boys and Girls Aid Society of Oregon, 018 SW Boundary Ct., Ptd. Equal Opportunity Employer.

Administrative Assistant Development

Enthusiastic person to maintain donor database & provide support to development dept. Req. data entry, min. 60 wpm typing, good oral/written skills, ability to work with numbers & analyze computer data. Must be detail oriented. FT plus benefits. Send cover letter with salary requirement and resume to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Position closes 8/10/94. Equal Opportunity Employer.

Social Service

Family Self- Sufficiency (FSS) Coordinator

Vancouver Housing Authority

Technical/professional position responsible for providing case management to VHA residents participating in the Family Self-Sufficiency Program designed to assist families in achieving social and economic self-sufficiency. Requires experience in case management for low income families and in coordinating delivery of services with other agencies. Degree in social work or related field plus two years progressively responsible experience or equivalent combination of training and experience required. Salary range: \$2007 - \$2608 per month. Call (206) 694-2501 to request required application materials. Resumes without applications will not be accepted. Completed applications must be received by Thursday, August 18, 1994. Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661. Equal Opportunity Employer

Finance Manager

Finance Manager needed to supervise a small department consisting of purchasing and accounting functions in a vocational training setting. Requires bachelor's degree in business administration or associated field and three years experience, one of which must be in a supervisory capacity. Directly related experience may be considered in lieu of formal education requirements. Experience with automated accounting systems or programs required. Must have a proven ability to work as a member of a team of individuals working toward a common goal. Must have a valid driver's license with an acceptable driving record. Experience working in a multi-cultural setting preferred. Submit letter of interest and resume no later than Aug. 12, 1994 to:

Human Resources
31244 E. Crown Point Hwy
Troutdale, OR 97060

An Equal Opportunity Employer
M/F/D/V

Bench Technician

TCI Cablevision of Oregon, Inc., an Equal Opportunity Employer, currently has a full time opening for the following position: Bench Technician.

Qualifications: High school diploma or equivalent, with post high school training in electronics. A FCC general class license or SCTE, BCTE certification desirable. Must have knowledge of the National Electrical Code, the Occupational Safety & Health Act (OSHA) & related state & local codes. Must have 2 to 3 yrs experience in cable TV involving technical work with system parts & components. Must have valid driver's license & satisfactory record. Drug test required of final applicant. Applications accepted until August 8, 1994. Interested parties may submit application/resumes by mail to: TCI Cablevision of Oregon, Inc. 3500 SW Bond Street Portland, OR 97201 Attn: Jim Warhurst

Education

Marylhurst College seeks candidates for a pool of adjunct faculty to teach graduate courses in world religions, spiritual traditions, and ethics. Applicants must possess an earned doctorate or equivalent, demonstrated record of excellent teaching, and committed to interdisciplinary, inter-faith dialogue. Essential experience includes working with adult learners and an aptitude necessary for co-developing a graduate faculty team. Submit cover letter, resume, graduate transcripts from an accredited college and three letters of reference by August 8th to Arthur Bridge, Ph.D., Chair, Dept. of Interdisciplinary Studies, PO Box 261, Marylhurst OR 97036. No Phone Calls. Equal Opportunity Employer.

Administrative Services

Facilities Management Specialist

Basic purpose: Coordinates the construction, renovation, maintenance functions for the Company's buildings and facilitates to provide safe, economical, serviceable work space for employees.

Essential functions: Assists with evaluating condition of Company facilities through regular inspection and makes recommendations for maintenance, renovation and construction. Monitors alterations to, or maintenance, upkeep, or reconditioning of facilities and property to meet Company requirements and specifications and comply with governmental regulations. Directs the Company's HVAC maintenance and landscape contracts; janitorial, security and food services, and participates in implementing the One Pacific Square building emergency preparedness program for Company employees. Assists in preparing annual capitol improvement and maintenance budgets. Advises on and recommends enhancements to the integrated security systems including: locks and keys, gates and fences, perimeter alarms and monitoring systems. Prepares security procedures and modifies procedures based on review of security reports. May oversee surveillance activities to protect employees and Company property.

Qualifications:

Experience: Requires a minimum of 3 years experience in commercial building construction and maintenance, project cost estimating procedure, state and local construction codes and regulations, and/or equipment design and installation; at least one year of which is project management experience. Excellent verbal and written communication skills are necessary.

Skills/Abilities: Ability to read and interpret blueprints. Good working knowledge of bid evaluation, design, purchasing and accounting principles.

Education: A combination of experience and specialized training/coursework in real estate, law, construction, accounting; or a Bachelor's degree in administration, construction, real estate, or related field.

Location: One Pacific Square
Salary: \$2,640/mo - \$3,300/mo (salary ceiling)

Applicant Pool: External
Deadline: Postmarked or Received in HR by August 5, 1994
Applications/Resume to: Northwest Natural Gas Company HR; Employment (Requisition #94082) 220 NW Second Avenue Portland, OR 97209

Warehouse Assistant

Warehouse Assistant for non-profit food distribution agency. Warehouse duties, shipping/receiving, and supervision of volunteers. Requires ability to lift 50 lbs, forklift exp., gd. basic math and communication skills. Full-time/excellent benefits. Apply at Oregon Food Bank, 3808 N. Williams, Ptd, by 8/10/94. Equal Opportunity Employer.

Program Secretary

Should have 4 years secy. exp., excellent typing, WP60 for Windows, some data processing. \$20,000 plus benefits. Appl. deadline: 8/19. Contact Oregon Council for the Humanities in writing for job description and application information: 812 SW Washington, Suite 225, Portland, OR 97205.

Administrative Assistant

Pregnancy, Parenting and Adoption programs. Perform clerical functions, generate reports, gather and collect data and open and close case files. Assist in grant application process as well as outreach and fund development projects. \$11,623 - \$17,435. Benefits. Apply at The Boys and Girls Aid Society of Oregon, 018 SW Boundary Ct., Ptd. Equal Opportunity Employer.

Teleconferencing Manager

Location: Oregon State Office
Closing date: August 19, 1994

Responsibilities

- Manages the development of new retail and commercial opportunities/business, for teleconferencing services and ancillary revenue.
- Conduct research and prepare budget and strategic plans to ensure profitability.
- Personally market, sell, and implement teleconferencing applications.

Qualifications

- Bachelor's Degree or equivalent experience in business management, telecommunications or related fields.
- Extensive knowledge in uplink, satellite and cable television technologies.
- Two years sales and marketing experience.
- Three years video production experience.
- Ability to effectively communicate with business managers, municipal officials, agencies and senior company management of both TCI and other enterprises.
- Must be willing and able to travel as required.
- Ability to organize, plan and direct projects with little supervision.
- Ability to keep current on all activity, product development, product policy.
- The company rather than management retains the discretion to add to or change duties of position at any time.
- Drug test required of final applicant.

Send inquiries to:
TCI Cablevision of Oregon, Inc.
Joe Bonica
6950 S.W. Hampton Street, Suite 300
Portland, OR 97223

An Equal Opportunity Employer

Insurance



BlueCross BlueShield of Oregon HMO Oregon Medical Claims Analyst

(Position #158)

Blue Cross and Blue Shield of Oregon/HMO Oregon has an opening for Medical Claims Analyst.

The claims analyst examines claims and enters data into the system, verifies ICD and CPT-4 codes and determines appropriate action to be taken when a claim is to be pended.

Qualified applicants will possess the following background:

- A minimum of six months prior front office experience in a doctor's office/hospital/or insurance industry.
- ICD-9, CPT-4 coding experience or class.
- Prior experience in production oriented environment.
- Medical terminology certificate.
- The ability to type 35wpm.
- The ability to work independently and without public contact.
- A commitment to contribute positively to the team concept.

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, place the position number or job title 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.
PO Box 1271
3rd Floor, 100 SW Market Street
Portland, OR 97207
TDD #225-6780
Equal Opportunity Employer

Portland/Oregon Visitors Association

Convention Sales &
Services Coordinator

Salary Range: \$16,680 - \$25,020
Summary of Functions: The Convention Sales and Services Coordinator, under the direction and supervision of the Assistant to the Director of Convention Sales, and Director of Convention Sales will be responsible for working closely with the Convention Sales and Services staff in an effort to supplement support services in the solicitation of meetings and conventions for the city of Portland.

Personal Characteristics - A professional appearance, good communications and public presentation skills, along with a proven ability in working with a diversity of individuals (a must). The Convention Sales and Services Coordinator must be people oriented and have a high energy level to perform in a demanding work environment.

Job Experience - It is preferred that the Convention Sales and Services Coordinator has had a two years secretarial experience, preferably in hotel/facilities, convention/tourism, or related industry. Typing - 75 wpm (error free). Office machines - dictaphone and data entry experience necessary. WordPerfect, Lotus 1-2-3 a plus. Excellent telephone manners and communications skills for letter writing, meeting with clients, hotel representatives, etc., essential, as are excellent overall organizational skills.

Applications are available to residents of First Opportunity Target Area only. Target Area boundaries are Banfield Freeway on the South, N.E. 42nd on the east, N. Columbia Blvd. on the North, N. Chautaugua including Columbia Villa on the West.

Applications can be picked-up at the POVA office, 26 SW Salmon St., between 8:30am and 5:00pm Monday - Friday. Applications must be filled-out completely and turned-in to the Assistant to the Director of Sales by 5:00pm, Friday, August 12, 1994.



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, place #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

Multnomah Education Service District

Job Information Hotline
257-1510
257-1518 TDD

An Equal Opportunity Employer & Drug Free Work Place