

# CLASSIFIEDS

## Teacher

A nationally accredited center w/NAEYC is looking for quality Teachers on a part-time basis. We have 1 opening in our Toddler room from 4-6 M-F on a regular basis. Also looking for great substitutes, you would assist our lead teacher in providing fun, enriching activities for children 2-2½. Please stop by to fill out an application, or call for additional information. Appl/Resume: VOA-SECCC, 234 SE 7th, Portland, OR 97214. Tel: 236-8492 Equal Opportunity Employer.

## Job Announcement

The Private Industry Council is a private nonprofit organization dedicated to employment and training for economically disadvantaged youth and adults in Washington and Multnomah Counties.

## Child Care Aide

Responsibilities: assists in the care of children assigned to TPIC Youth Employment Institute child care unit. This is a part-time temporary position (approximately 6 months), 30 hours per week.

Job preparation: Three years direct experience in infant and child care; knowledge of child safety; ability to communicate effectively with young children and their parents; ability to remain calm in stressful situations. Requires lifting of babies and toddlers. Successful applicants must pass clearance through a police records check.

Wage: \$6.50 per hour

Closing date: 5pm Monday, August 29, 1994

Required applications available at The Private Industry Council, 720 SW Washington, Suite 250, Portland, OR 97205. (503) 241-4600; Fax 241-4622; TDD 241-4632.

## NE Portland Center Manager

### Planned Parenthood

Put your skills to work for a cause you believe in. We are looking for a motivated center manager responsible for operation and supervision of a busy ambulatory reproductive health center in NE Portland. We offer a competitive salary and a comprehensive benefits package. Spanish speaking ability, previous healthcare/management experience required. Forward cover letter and resume to Margaret Zebroski, Planned Parenthood, 3231 SE 50th, Portland, OR 97206 or phone to inquire at 775-4931. Equal Opportunity Employer

## Television

### Master Control Air Operator

Full-Time, Switch/Monitor, Video/Audio Signals, Keep FCC Logs, Control Transmitter. Waveform monitor understanding preferred. Close 9/7/94. **KNMT TV-24** (503) 252-0792 Equal Opportunity Employer

## Construction

### Project Managers/Engineers/Superintendents

**SDL/McCarthy**, a general contractor, seeking **PM** with B.S. in Construction Mgmt, Civil Engineering or related and a min. of 3 yrs. exper. in contract admin., owner relations and company personnel, subcontractor supervision. **Supt.** with same supervisory skills and 5 yrs of exper. with concrete work and mechanical/electrical systems, both on projects in \$2-\$50 million range. **PE** needs B.S. required above and 2 yrs exper. in mechanical/electrical coordination, scheduling and submittals. Salary range \$550+/wk - 1250+/wk DOE. Openings are in WA and OR - willingness to relocate preferred. Forward resume (position specific) to: H.R. 005-7, P.O. Box 1685, Bellevue, WA 98009. **Deadline 8/26/94.** No phone calls, please. EOE/M/F/D/A/V.

## Marketing

### Associate Product Manager

Growing mfg company seeking Associate Product Manager for our sales and marketing dept. Responsibilities include: support new product development; product and customer marketing info.; sales/market analysis; and projects as directed. Qualifications include: four year degree in marketing or equiv.; two years in marketing or sales support functions in consumer goods; proficiency in PC Windows, Excel and Graphics; and excellent communication skills. Competitive salary and benefit package. Please send resume to: P.O. Box 13480 Portland, OR 97213. We are an equal opportunity employer.

## Mechanic

Maintain and repair transit buses, automobiles and associated equipment. Detailed description and application available at Salem Area Mass Transit District, 3140 Del Webb Ave. NE, Salem, OR 97303. Completed applications must be received at District Personnel Office by August 19, 1994.

## Assistant

### Commissioner for Administrative Services

**\$49,176 - \$69,180**  
The Oregon Public Utility Commission is seeking an experienced professional to oversee and direct agency budget operations; participate in administration of the agency as a member of Executive Staff; lead, direct, and supervise fiscal, information, and human resources; assure systems credibility, and; represent the Commission in legislative and inter-agency matters related to areas of responsibility. Requires six years of proven management experience demonstrating skill in development of program rules and policies, development of long- and short-range goals and plans, program evaluation, and budget preparation and administration, plus a Bachelor's degree in a business-related field or three more years of experience. For application materials, contact PUC Personnel Services at (503) 373-7949, TDD 1-800-648-3458, or write 550 Capitol Street NE, Salem OR 97310. Closes September 6, 1994, Equal opportunity employer.

## Plumber

Full time. Oregon licensed journeyman needed for student housing organization. Excellent benefits including medical, dental, 24 days leave, 9 paid holidays plus. Regular hours, occasional overtime, variety and team atmosphere. Starts at \$14 per hour. Applications available at College Housing Northwest 2121 SW Broadway, Portland, OR 97201. Phone number 497-1188. Closing date is 8-19-94. Equal Opportunity Employer.

## Maintenance

Full time mechanical utility position. Light plumbing and boiler maintenance. Excellent benefits including medical, dental, 24 days leave, 9 paid holidays plus. Regular hours, occasional overtime, variety and team atmosphere. Starts at \$9.50 an hour. Applications available at College Housing Northwest 2121 SW Broadway, Portland, OR 97201. Phone number 497-1188. Closing date is 8-19-94. Equal Opportunity Employer.

## Job Announcement

### Residential Care Facilitator

Portland House of Umoja is looking for on-call Residential Care Facilitators. Job responsibilities include supervision of adjudicated adolescent males in a residential treatment environment.

Youth care worker experience desired. Valid Oregon Driver's License required. Obtain application packet from 1626 NE Alberta. No resumes or phone calls please.

## Community Development

Seeking dynamic director for nationally known nonprofit organization supporting community-based development in Portland. Responsibilities include fundraising, grant program administration and evaluation, public policy development, training, and technical assistance. Resume and cover letter by 8/26/94 to The Neighborhood Partnership Fund, 621 SW Morrison, Suite 725, Portland, OR 97205. Call (503) 295-9995 for job description. An equal opportunity employer.

## Cook

Cook needed for NE Portland residential facility. Must have experience in menu preparation, ordering supplies, and maintaining inventory. Hours will vary, must be available weekends and evenings. Current food handler's certificate, drug screening, and references required. Competitive wages, and benefits after required hours. Contact the Portland House of Umoja at 282-3296.

## Education

Alternative High School Principal and Special Education Instructor positions. Must have experience with at risk youth. Fax resumes to (503) 281-8817.

Affirmative Action Equal Opportunity Employer

## Job Announcement

### Maintenance Person

Portland House of Umoja is looking for a part-time (20 hours per week) maintenance person. Obtain an application from 1626 NE Alberta. No resumes or phone calls please.

## FINANCIAL SERVICES NEED HELP?

WE AT THE COLDWELL CO. can assist most clients with home equity, personal business and also death consolidations.  
1-800-437-9969

## Do you need help on your computer?

### Call me I can help you!

24 Hours Support • Installation  
Hardware • Software • Training  
(503) 282-8758

Call now for special rates.

## Job Opportunity

### City of Portland

#### Clerical Specialist

Monthly wage: \$1,693 at entry to \$2,031 after 1 year.

This position is responsible for public contact, explaining clerical procedures & expected results; adjusting errors or omissions in procedures and coordinating information. Tentative closing date: Friday, August 19, 1994.

#### Legal Assistant

Annual salary: \$33,675

This is specialized legal assistant and legal secretarial work within the Office of the City Attorney. Legal Assistants are responsible for all legal assistant support to litigation and non-litigation attorneys. Tentative closing date: Friday, August 19, 1994.

#### Environmental Soils Specialist

Approximate monthly salary: \$2,463 at entry

This position is in the Bureau of Buildings. Employees in this class evaluate sites for acceptability and compliance with OR State On-Site Sewage Disposal Rules. Tentative closing date: Friday, August 19, 1994.

Apply at City Hall, Room 100,

1220 SW 5th Ave. Portland, OR 97204

Applications also available at local TPIC branch offices (NEET/SEET), 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.

For Affirmative Action Outreach Recruitment Information call: (503) 823-4160/823-3530.

## Computer Technology

### STANDARD INSURANCE COMPANY

*People. Not just policies.™*  
We need people with a wide range of talents to join us as we help families and businesses achieve financial security through Standard's products and services. Qualified individuals are encouraged to apply for the following job opportunities.

#### LAN Administrator

Three key LAN Administrator positions have been created. Two positions in the Data Center will implement, administer and monitor local area networks and servers to provide operational support. A third position will primarily support end users in the Corporate Financial Services and Investment divisions, administering LANs which run financial and investment applications. Each position will ensure optimal functioning and security of the systems, and prepare documentation.

All positions require demonstrated Novell LAN administration experience (1 or more years preferred); working knowledge of Novell 3.11, 3.12, DOS operating systems and Windows 3.1. Candidates must be able to install and troubleshoot software and hardware. Experience with WordPerfect, Lotus, and/or Excel applications software, peripherals and data file transfer processes desirable. Ideal candidates will be self-directed and possess effective interpersonal, written and verbal skills required to interact with internal customers and technical staff. Data Center position will be required to work varying shifts; all positions will provide on-call support as needed, and work hours may vary with minimal advance warning. Occasional lifting of equipment weighing up to 30 pounds will also be required.

Our job openings represent excellent opportunities to be associated with a growing company proud of its financial strength. Standard Insurance offers a smoke-free work environment and a comprehensive benefit program which includes a family package with child care subsidy and referral service, medical, dental, and vision insurance. Our home office is conveniently located downtown and we provide a transit subsidy for our employees who take advantage of public transportation. Application deadline is Wednesday, August 24th at 1pm. Business hours are 8am to 5pm and a room is available from 9am to 1pm for completion of applications. Applicant packets may be picked up and dropped off before or after business hours at our guard station on level 1.

**Standard Plaza**  
7th Floor, Human Resource Office  
1100 SW 6th Avenue  
Portland, OR 97204  
Job Hotline # 321-OPEN (6736)  
Equal Opportunity Employer

**Attention Teachers**  
Utilize your talents, obtain financial independence while contributing to the environment - call Anita 641-5547.

## Education

Alternative High School Principal and Special Education Instructor positions. Must have experience with at risk youth. Fax resumes to (503) 287-8817.

Affirmative Action Equal Opportunity Employer

## Radio

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

## CEO/Executive Director

Garlington Center, a fourteen year old organization offering mental health services to children, families and chronically mentally ill adults, seeks a CEO with demonstrated skills necessary to cooperatively lead an organization of more than one hundred; who can work in a culturally diverse urban community; and who can manage multiple service and housing facilities.

Our new CEO should possess a relevant Masters degree and/or sufficient experience to lead the Garlington Center into the competitive environment of managed health care. The CEO should be comfortable participating in the development of public policy on mental health care. The CEO should be able to provide fiscal leadership in managing the continued prosperity of the Garlington Center and have at least 5 years of senior level management experience.

A competitive salary and generous benefits are offered. Resumes with a letter of interest should be sent to:

CEO Search Committee  
The Garlington Center  
4950 NE Martin Luther King Blvd.  
Portland, OR 97211

**Closing date:** Position open until filled. Equal Opportunity Employer. Women and minority applicants are encouraged to apply.

## Office Assistant (Public Safety Facility)

City of Milwaukie, OR. Salary \$1664 - 2125/mo., DOQ., plus excellent benefit package. We are seeking a reliable person to perform a variety of moderately complex clerical and secretarial tasks in a support of operations and administrative units, with emphasis on receptionist duties.

**Requires:** High School Diploma or GED equivalency, supplemented with additional coursework in office and secretarial sciences. Work experience must include 2 years progressively responsible prior work experience directly involving data processing and clerical duties including: typing at 50-60 wpm, filing, record keeping, and emphasis on public contact. **Must be able to pass background check due to access to confidential police information. Applications Must Be Picked Up** 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 22, 1994, in Human Resources at the above address. TDD #659-5171, Fax #(503) 652-4433. **Resumes Will Not Be Accepted.** EEO.

## 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. & 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.

## Social Services

### Early Childhood Education Assistant

Work with children between the ages of 0 - 30 months in home and center settings. Provide parents with developmentally appropriate activities, and educational materials with the goal of increasing their parenting skills. AA in ECE or related field. Minimum of 1 year exp. working with children. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. Equal Opportunity Employer.

"HUD DOES NOT OWN NOR IS HUD SELLING THIS REAL ESTATE"

**PURCHASE OPPORTUNITY**

**Ash Creek**  
10025 Southwest 58th  
Beaverton, Oregon 97075

The above property is offered by the owner pursuant to the Low Income Housing Preservation and Resident Homeownership Act of 1990. For six months, this offer is only open to resident councils and community-based nonprofits with at least 50% resident support who agree to maintain low-income affordability restrictions on the property. For the next six months it is also open to all nonprofit organizations and State and local government agencies. Offers from other qualified purchasers will not be considered until the end of a twelve month period.

The following information is provided for informational purposes only:

Name and address of owner:	Unit Composition:	Type	Number
Jay Wentz			
Hampstead Financial	1-BR		12 Units
LaJolla, CA	2-BR		12 Units
(619) 456-6500	3-BR		8 Units

**Earnest Money Deposit:** \$9,000  
**Transfer Preservation Value:** \$900,000

All potential purchasers must contact the owner(s) directly, however, interested nonprofit purchasers must submit an expression of interest to:

Rob Prasch, Housing Management Division  
U.S. Department of HUD  
520 Southwest Sixth Avenue  
Portland, Oregon 97204-1596  
(503) 326-2788

Potential purchasers may send their names to receive copies of prescribed notices to the above HUD office.

Expressions of interest will include: (1) a statement that the purchaser is a Resident Council, a nonprofit organization or a State or local government agency; (2) a copy of the organization's articles of incorporation, charter or bylaws; (3) a list of officers or directors; (4) evidence of Section 501 (c) status or application thereof; (5) any owner affiliation; or (6) establishment of a subsidiary purchaser, if any.

A successful offeror must submit a Plan of Action to purchase the property and must agree to maintain low-income use restrictions at the project for its remaining useful life.