

Careers & CLASSIFIEDS

Job Opportunity

City of Portland Graphics Illustrator II

Approximate Monthly Salary: \$2,777 entry to \$3,541 step 6
This is a supervisory and skilled graphics illustration work. Work involves planning and directing a graphics unit; supervising and participating in design, drafting, layout and map reproduction, displays, visual representation of data, work schedules, setting quality standards and employee evaluations. Tentative closing date: Monday, March 6, 1995 (no postmarks).

Painter, (Commercial)

Approximate Monthly Salary: \$2,817 at entry to \$3,061 after six months

Journeyman level skilled work in preparing and painting interior and exterior surfaces of buildings, equipment or other structures, using brush, roller or spray gun as required. Must have knowledge of preparing, mixing, matching paints; varnishing, staining, shellacking various surfaces. Possess driver license at time of appointment. Tentative closing date: Friday, March 10, 1995.

Sr. Facilities & Maintenance Supervisor, Facilities Specialty

Approximate Yearly Salary: \$41,350 at entry

This position is responsible for management work in controlling activities related to Park Bureau facilities, including electrical, heating & ventilation, fencing, buildings and aquatic programs. Tentative closing date: Friday, March 10, 1995.

Technician I & II (Environmental Specialty)

Approximate Monthly Salary: \$2,071 at entry for Tech I and \$2,777 for Tech II

These positions perform a variety of technical and analytical tasks in support of water quality programs. Technicians are assigned to programs such as Industrial Pretreatment, Stormwater, Watershed or Environmental Investigations. Tentative closing date: Friday, March 17, 1995.

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.

Training Officer

Oregon Lottery is accepting applications for Training Officer (Retail Training Officer). Salary is \$2,733 - \$3,472 Monthly. The Retail Training Officer is responsible for assessing, planning, developing, and evaluating retailer training. To qualify you must have: Three years of experience as a trainer which included responsibility for assessing, planning, delivering, and evaluating training needs. The experience must have included retail/sales submit a State of Oregon Application form (PD100) or Oregon Lottery Employment Application, and on a separate sheet of paper answer the following question, limiting your response to not more than two pages. Describe how you gained expertise in the following areas: a) developing training to motivate retailers; b) coaching and advising others in the delivery of training; and c) evaluating the effectiveness of training. State of Oregon Application Forms can be obtained from a local Oregon Employment Department office or most state agency personnel offices. Oregon Lottery application forms can be obtained at the Lottery office located at 2767 22nd Street SE, Salem, Oregon. Send completed application materials to Personnel Officer, Oregon Lottery, PO Box 12649, Salem, Oregon 97309 by **March 10, 1995**. Women, minorities, and persons with disabilities are encouraged to apply. If you are disabled and need assistance in the application process call (503) 373-0307 or TTY (503) 373-0333. Prospective employees are subject to a background check which includes criminal history, fingerprinting, credit history, private financial and tax records, and any affiliations with the gaming industry.

Portland Public Schools

Technician (Alarm) with limited energy license and working knowledge of N.E.C. and Fire Codes, to lay out, install, troubleshoot alarm systems in school facilities; and to program addressable panels by computer and modem. Good driving record required. For additional information, please call Dick Seymour, (503) 331-3455. Apply to Portland Public Schools, Maintenance Dept., 501 N. Dixon St., Portland.

An Equal Opportunity Employer - A Drug-Free/Smoke-Free Workplace.

Education

Portland State University Director Professional Development Center

The School of Extended Studies at Portland State University is accepting applications for a full-time, 12-month position of Director of the Professional Development Center, effective 4/1/95 - 6/30/95 (renewable contingent upon funding and performance).

Primarily resp. for design, development, admin., fiscal mgmt. and mktg. of continuing ed. courses and programs to businesses; identifying new constituencies; interacting w/ professional and community orgs.; maintaining cooperative relationships w/faculty. Qualifications: Master's degree required, Ph.D. desirable. Evidence of exp. in developing quality, innovative courses and programs required. Exp. in admin including working with diverse publics and managing program budget; success establishing effective collaborative relationships w/ business; experience w/strategic mktg. to business audiences, preferred.

Call (503) 725-4820 for job description/salary range. Submit cover letter, resume, 3 refs. to Chair, PDC Search, P.O. Box 751, Portland, OR 97207 by March 10, 1995. PSU is an AA/EEO employer & is committed to diversifying its workforce & strongly encourages applications from women, people of color, and individuals with disabilities.

Forestry

GIS Manager

Forest Management firm is seeking an experienced GIS manager to implement and support its GIS program located in Portland. Requirements include 2 years GIS experience with an in-depth knowledge of GIS, Cartography and Unix. Natural resource experience preferred. Please send resume Vicki Reber, One SW Columbia, Suite 1720, Portland OR 97258.

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Systems Analyst 2

\$2732 - \$3643 Monthly

Adult and Family Services Division, State of Oregon, is recruiting for a Systems Analyst 2 to lead various teams in the implementation of new and upgraded network systems. Qualifications: You must have... two years of experience in systems analysis and a Bachelor's or Associate's Degree in Computer Science or Certificate of Completion in Computer Science; or two more years of programming and/or systems analysis experience. You must also have two years of Project Management experience.

If you qualify, obtain an application (PD100) and a copy of the announcement from a local Oregon Employment Department office, almost any State agency personnel, or contact AFS Personnel Services, 500 Summer St NE, 4th Floor, Salem OR 97310-1013, phone (503) 945-5642, TDD (503) 945-5928; or Fax your request to (503) 378-3689. Follow the instructions on the announcement. Please apply immediately. Your application must be received by the closing date, March 17, 1995.

An Equal Opportunity Employer

Utility Worker I

Street Division

City of Milwaukie, OR. Salary \$1748 - \$2230/mo DOQ, plus excellent benefit package. We are seeking a reliable person preferably with experience in road repair and current CDL Class B license. Requires: High School diploma or GED Equivalency. If you don't have a CDL, you must have passed the written portion for CDL and be able to obtain within 6 mos. from date of hire, a valid area CDL class B or above license. Ability to read, write, perform basic mathematical calculations and follow written and oral instructions. Work experience must include at least 2 years prior experience directly involving technical skills and general construction, maintenance, or repair work. Must be skilled in medium to heavy equipment operation and safety. Please try to pick up applications if possible at City of Milwaukie, Human Resources Dept., 10722 SE Main Street, Milwaukie, OR 97222; contact Cynthia (503) 786-7507. Completed City Application and supplemental questionnaire must be received by 4 pm, Tuesday, March 14, 1995, in Human Resources at the above address. Resumes will not be accepted. TDD# (503) 659-5171. Fax# 652-4423. All qualified applicants are encouraged to apply, E.E.O.

Computer

Portland area manufacturer is seeking a multi-talented individual to help support its PC/LAN applications. Job responsibilities include: administration of Novell network, maintenance of PC to Mainframe network including Telecommunications Link & PC hardware/software support (IBM & Mac). Familiarity with Wang, Lightspeed or EDI a plus. Qualified candidates must be motivated and possess excellent communication skills. Please send resume along with salary history to P.O. Box 13480 Portland, OR 97213. Pre-employment drug testing required. We are an equal opportunity employer.

Program Supervisor

Program Supervisor needed for 22 bed residential care facility serving chronically mental ill adults from diverse backgrounds. Minimum 2 years prev administrative and clinical supervision exp required. Must be QMHP certified. Masters Degree in mental health related field pref. Send/fax cover letter & resume to Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211 Attn: HR-PS Fax: 249-8235 EOE Minority/Disabled encouraged to apply.

Secretarial

Garlington Center, a community mental healthcare provider, has 2 full-time secretarial positions immediately available at its children's program. Typing 65 wpm required. Proficiency in WP5.1, excellent organizational skills & ability to transcribe medical dictations a must. Min 1 year prior secretarial exp required. Prior medical secretarial experience preferred. Send/fax cover letter & resume to 4950 MLKing Blvd. Portland, OR 97211. Attn: HR-CPS Fax: 249-8235. EOE.



Payroll Manager

Trail Blazers Inc./Oregon Arena Corporation is currently seeking an energetic and self-directed person for our new Payroll Manager opening. This person will be responsible for preparing payroll for Trail Blazers Inc., Oregon Arena Corporation, Cutting Edge Concepts, and any other affiliate company. The manager would be responsible for billing each company for their share of payroll, taxes and company overhead after each payroll. Other responsibilities include participating in the development of an automated scheduling/payroll system for the new Rose Garden, overseeing the automated ADP payroll system, and coordinating information from the Human Resources software system. Candidates should have three years experience in preparing payroll for a company with a staff of at least 100 employees, a knowledge of payroll and tax issues, knowledge of accounting issues related to payroll, strong computer skills, and an ability to work with a number of supervisors across several companies. Candidates must be confidential, accurate and organized. The salary range for this position is \$27,000 to \$32,000 annually. Closing date for application is March 10, 1995.

Payroll Manager

Trail Blazers Inc.
700 N.E. Multnomah, Suite 600
Portland, Oregon 97232

Excellent benefit package.
No phone calls please. Equal Opportunity Employer.

Program Director

New Adult Day Care in N/NE Portland. MA+2yrs experience or BA+7yrs. Experience in program management, supervision, resource development, outreach, coalition building, gerontology. Knowledge of issues of aging, dementia, caregiving. \$25,000/yr Resume: VOA-LD, 537 SE Alder St., Ptd, OR 97214. Equal Opportunity Employer

Receptionist

Receptionist needed to work in mental health setting. Exp w/ general office duties. Typing 45 wpm. Competitive salary & benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, Oregon 97211 Attn: HR-R Fax: 249-8235. EOE Minority/Disabled encouraged to apply.

Manufacturing

Growing Vitamin Mfg Co Has several positions avail. Granulator M-TH 5:30pm - 4:00am, Compressor M-TH 5:30pm - 4:00am and Lead Granulator M-TH 7:00am to 5:30pm Mfg exp. and good math skills including Metrics Preferred. Starting 6.10 - \$7.50 HR. Pay increase and benefits after 90 days. Please apply between 1-5, M-F, or send resume to 3580 NE Broadway, Portland OR 97232. We are an Equal Opportunity Employer.

Sub-Bids Requested

For Multnomah County Central Library Renovation
Portland, Oregon

Bid Package #1

Demolition, Asbestos Abatement & Concrete Work
Bid Date: March 9, 1995 • 2:00 PM at Multnomah
County Purchasing Office

Bid Package #2

All Other Areas of Work
Bid Date: March 16, 1995 • 2:00 PM at Hoffman
Construction Company

HOFFMAN CONSTRUCTION COMPANY OF OREGON

1300 SW 6th Ave. • P.O. Box 1300 • Portland, Oregon 97207
Bid Phone: 503-221-8811 Fax Number: 503-221-8934

Oregon License #28417

We are an equal opportunity employer and request sub-bids and material proposals from all interested firms including disadvantaged, minority, women, disabled veterans or emerging small business enterprises.

Request For Proposals State of Oregon

Housing and Community Services Department
Primary Servicer for Multi-Family Loans
Proposals due 4:00 PM, March 17, 1995

The Oregon Housing and Community Services Department is requesting written proposals from mortgage loan servicers interested in servicing the Department's multi-family loans. The Department has a portfolio 327 multi-family loans with an aggregate outstanding balance of approximately \$190 million currently being serviced by 12 servicers. The Department expects to add an additional 35 loans with an aggregate principal balance \$50 million in the next two years. The Department intends to contract with one master servicer. All loans currently being serviced by the 12 servicers will be transferred to the selected contractor.

Copies of the detailed request for proposal may be obtained by interested parties by contacting Robert Larson, Debt Manager, Oregon Housing and Community Services Department, 1600 State Street SE, Salem, OR 97310, Telephone: (503) 986-2058, Fax (503) 986-2020.

The Department has the sole discretion and reserves the rights to reject any proposal received in response to this request which does not comply with all prescribed public procurement procedures and requirements and to reject any or all proposals if it is deemed in the public interest to do so. Closing date for proposals is March 17, 1995.

Invitation For Bids

The Polk County Housing Authority (PCHA) will receive bids for Handicapped Modernization until **Thursday, 3:30 p.m.** Standard Time on the 16th day of **March, 1995**, at 204 S.W. Walnut, Dallas, Oregon 97338, at which time and place all bids will be publicly opened.

The scope of work includes construction of a 600 square foot laundry facility; major alterations to five one-bedroom apartments to make them accessible to handicapped residents; accessible parking spaces and concrete sidewalk repair; and modernization of two community buildings including accessible rest rooms. Work is divided between two sites in West Salem, and one site in Independence, Oregon.

All interested parties are encouraged to attend the pre-bid site inspections scheduled for 1:30 p.m. on Thursday, **March 9th** at 376 Taybin Road, Salem, OR.

Bid documents, including plans and specifications are on file at the PCHA; Salem Contractors Exchange, 362-7957 (Salem); Construction Data Plans, 225-0200/West Side (Portland) or 234-0281/East Side (Portland); Daily Journal of Commerce Plan Center, 274-0624 (Portland); and Eugene Builders Exchange, 484-5331 (Eugene).

Interested bidders may obtain one set of bid documents at the PCHA office, upon receipt of a \$20 deposit, which is refundable when documents are returned in good condition within 10 days of the bid opening. Additional sets may be obtained for a \$5 non-refundable fee.

Washington County

Accountant II

(Support Services Department/Finance)

\$2804-\$3408 per month
Apply by March 10, 1995

Call (503) 648-8606/TDD (503) 693-4898 for information. County application and supplemental application forms required. Apply to:

Washington County Personnel
155 N. First Avenue, Suite 210
Hillsboro, Oregon 97124

Women, minorities, and people with disabilities are encouraged to apply.

Postal Jobs

12.26/hr to start plus benefits. Clerks, carriers, sorters and maintenance. For application and information call: (708) 985-9352 ext. P1518 open 8am - 8pm.

Confiscated Cars

Government seized cars from \$1001 Corvettes, mercedes, truck, boats. Houses and property too. For current buyers guide: (708) 985-9352 ext A1518. Also open evenings.

Mental Health

Residential Relief Workers

\$6.62 Per Hour

The Position: CODA, Inc., seeks relief workers to provide facility and client supervision on an irregularly-scheduled, as-needed basis at our two residential treatment facilities. Some positions require child-care (infant through toddler) skills and experience. To Qualify: Requires drug/alcohol treatment experience and/or education. 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.