

Careers &

CLASSIFIEDS

Program Assistant

Portland State University

Center for Academic Excellence
The Center for Academic Excellence focuses on three areas of the University: Instruction, Community/University Partnerships, and Assessment. The Center sponsors programs which are aimed at bringing strategies for improved teaching to faculty, greater learning to students as well as supporting community-based learning which partners PSU classes and community organizations.

The Program Assistant will assist in the development, delivery, and maintenance of programs and activities offered through the Center. The Program Assistant is a 1.0 FTE, unranked faculty (Academic Professional I) position.

Responsibilities include: provide overall office management; develop and coordinate activities sponsored by the Center; schedule activities; coordinate promotional activities of the Center (prepare brochures, maintain mailing lists, prepare and distribute newsletter, etc.); maintenance of Center reference materials; supervision of office staff; and coordination & approval of fiscal transactions.

Qualifications include: baccalaureate degree; exemplary interpersonal, written, and problem solving skills.

Preferred professional experience: working in team environment; planning, developing, implementing, coordinating and managing institutional programs and projects, personnel & office systems; staff supervision; working effectively in a University/college environment; working with persons of diverse backgrounds and abilities; and providing technological support for program planning and coordination.

Submit cover letter, resume and the names, addresses and phone number of three references to the following address:

Program Assistant
Search Committee
Center for Academic Excellence
Office of Academic Affairs
PO Box 751
Portland, OR 97207

Applications must be post-marked by April 28, 1995. Portland State University is an equal opportunity, affirmative action employer and is committed to diversifying its work force. Minorities, women, and members of other protected groups are encouraged to apply.

Washington County

Public Health (Part Time)
\$15.02 - \$18.25 per hour
Apply April 7, 1995

Senior Program Educator (Recycling)
\$2804 - \$3408 per month
Apply by April 7, 1995

Transportation Planner
\$3331 - \$4050 per month
Apply by April 14, 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.

Case Manager II

Intensive Case Management
Small case load of pregnant and parenting adolescent females. Experience with victimization issues, ability to work collaboratively & working in multicultural setting. Master's or equivalent experience. .6 FTE, with benefits. Salary range \$9,636 - \$14,454. Depending upon experience. We value diversity. Deadline April 3, 1995. Pick up at The Boys & Girls Aid Society, 018 SW Boundary Ct., Portland. Equal Opportunity Employer.



BlueCross BlueShield of Oregon HMO Oregon UNIX Systems Administrator

The Unix administrator filling the Lead Systems Engineer position will have strong Solaris or AIX installation and support experience and will be working in a large LAN/WAN environment, with a team supporting 50 UNIX servers in Portland and throughout Oregon. Strong experience with TCP/IP, ETHERNET, NFS NIS+, DNS, Internet Service, routing, Hardware Configuration, Remote Server Support, X-Windows, and PC to Unix integration is a must. Experience with Novell, Oracle, MS-Windows, 3270 emulation, Tivoli, or setting up and maintaining LAN dial-in systems are strong pluses. Responsibilities also require on-call support and periodic weekends for upgrades and maintenance.

Blue Cross and Blue Shield of Oregon offers and excellent employee benefits package, flex-time work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #015 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield/HMO Oregon
Human Resources Dept., 3rd Flr
100 S.E. Market
Portland, OR 97207
TDD# 225-6780
Equal Opportunity Employer



BlueCross BlueShield of Oregon HMO Oregon Technical Lead Analyst

Qualified candidates must have: distributed system design & development experience using 'C' in a Unix environment and/or MS Windows C++ (preferably Visual C++) design and development experience.

Additional skills and experience desired:

- Business analysis and/or architecture/design for Client/server (preferably 3-ties) GUI systems interfacing with Legacy business systems.
- Proven ability to research, learn and effectively use new tools quickly.
- Solaris (especially Solaris threads) development experience.
- SQL (preferably Oracle SQL *Plus) development experience, preferably including some database design.
- EHLAPI programming experience.
- Communications programming using Sockets.

Blue Cross and Blue Shield of Oregon offers an excellent benefits package and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately place ad #021 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield/HMO Oregon
Human Resources Dept., 3rd Flr
100 S.E. Market
Portland, OR 97207
TDD# 225-6780
Equal Opportunity Employer

Television Master Control Air Operator

Part-time, Switch/Monitor, Video/Audio Signals, Keep FCC Logs, Control Transmitter. Waveform monitor understanding preferred. Close 4/7.

KNMT-TV 24
(503) 252-0792
Equal Opportunity Employer

Nursing



BlueCross BlueShield of Oregon HMO Oregon Medical Management Coordinator

Blue Cross and Blue Shield of Oregon is currently accepting applications for a Medical Management Coordinator position.

The Medical Management Coordinator position requires a current RN license, a valid Oregon driver's license and a minimum of three years active practice experience in a hospital setting or recent precertification experience. Case management, utilization review, quality assurance (improvement) or discharge planning experience would be helpful. Additional experience outside of an inpatient hospital setting would be highly desirable: e.g., home health, HIT.

Blue Cross and Blue Shield/HMO 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 ad #047 at the top of your resume or in your cover letter. Send resume to:

Blue Cross Blue Shield/HMO Oregon
Human Resources Dept., 3rd Flr
100 S.E. Market
Portland, OR 97207
TDD# 225-6780
Equal Opportunity Employer

Project Planner

W&H Pacific, a multi-disciplinary engineering firm, is seeking a Project Planner to perform professional-level planning and analysis on a variety of land use, transportation and development services projects in its Beaverton, Oregon office. Familiarity with transportation systems planning, corridor planning, and Oregon's Transportation Planning Rule is desired. Must be able to express self well orally and in writing; presentation skills a plus. Ability to work as part of a multi-disciplinary team and to coordinate the work of others is desired.

Qualifications include Bachelors degree in planning, political science, engineering or related field, and five years experience working in a public or private sector planning agency. Masters degree may substitute for some of the required experience. AICP certification preferred, but not required. Ability to work with DOS-based word processing and spreadsheet software desired. Women and minorities are encouraged to apply.

We offer excellent benefits, a team oriented work environment, advanced equipment and opportunities for growth and development. Please mail or fax resumes to:

W&H Pacific
8405 SW Nimbus Ave.
Beaverton, OR 97008
Attn: Irene Higgins
Fax: (503) 526-0775

We are an affirmative action/equal opportunity employer.

Television

Local Traffic Co-ordinator

Immediate opening for a Local Traffic Co-ordinator. Media background and computer experience a must. Will work closely with salespeople and local ad agencies. We offer a competitive salary and excellent benefits. Obtain the required employment application by calling (503) 239-4949. Interested persons should submit resume and application in person or by mail no later than 4/7/95 to: KPDX-TV, 910 NE Martin Luther King Jr. Blvd., Portland, OR 97232. Women and minorities are urged to apply. We are an equal opportunity employer.

Mental Health

Relief Clerical Specialist

\$6.62 - \$6.90 Per Hour

Duties: CODA, Inc., seeks relief clerical specialists for on-call as-needed shifts in our clinical support office. Typical duties include: switchboard; reception; typing; filing; and general clerical duties. Shifts are variable but would take place M-F between 8 AM and 6 PM. **Physical Demands:** May require going up and down stairs; carrying bundles of medical files for short distances (up to 25 pounds); opening and closing heavily-laden file drawers. **To Qualify:** High school diploma and two years' secretarial training or experience are required as is a valid driver's license and liability insurability. Applicant must pass a skills test (typing 50 wpm, spelling, vocabulary, and grammar). 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. CODA is an Equal Opportunity/Affirmative Action Employer.

Secretarial

Secretarial support needed for team of therapists in mental health setting. Duties include responding to requests for release info, tracking and monitoring service levels, and developing systems to facilitate paperwork flow. Typing 60 wpm & competency in WordPerfect req. Must be organized and able to work indep. Min 2 yrs prior office exp req. Competitive salary & benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, Oregon 97211 Attn: HR Fax 249-8235. EOE Minority/disabled encouraged to apply.

Receptionist/Secretary

Hollywood area manufacturer seeks cheerful Front Desk Coordinator to answer phones and do misc. sec. duties. Resp. include: open/distribute mail, filing, typing, answer phones, and purchasing office supplies. Excell. typing skills, prior exp. in sales or marketing presentations pref. The use of a car for mail pickup/delivery a plus. Please apply or send resume to 3580 NE Broadway, Portland OR 97232 M-F, 1-5 PM. We are an equal opportunity employer.

Teller/Receptionist

Portland Area Credit Union has opening for Teller/Receptionist. Requires previous financial experience, strong customer service skills, and PC knowledge. Salary in line with experience. Excellent benefits. Send resume to 3010 SE Belmont, Portland, OR 97214, Attn M/S Supervisor.

Project Mechanical Engineer

Aluminum reduction facility looking for project mechanical Engineer. BS with 5+ years' design experience in heavy industrial areas, structures, foundations, fabrication, machinery, hydraulics, roofing, and contract writing/administration. Interested persons should send resume to: **Personnel Manager, Reynolds Metals Company**, 5100 NE Sun Dial Road, Troutdale, OR 97060. Resumes must be postmarked no later than 3/31/95.

An Equal Opportunity/Affirmative Action Employer

Notice To Contractors

Sealed bids for the construction of Phase II, Water System Improvements for the City of Depoe Bay, Lincoln County, Oregon, will be received by the City until 2:00 P.M., Pacific Time, On April 3, 1995. Bids submitted prior to opening are to be delivered to the City Hall, Depoe Bay, Oregon. Bid opening will be conducted by the Depoe Bay City Supervisor in the City Council Chambers. Bids will be publicly opened and read aloud at 2:10 P.M., Pacific Time on April 3, 1995.

The project is generally described as follows:

- Schedule "A": Construction of Rocky Creek Pump Station and Intake
(400 gpm package pump station, concrete foundation, intake structure and screen, ductile iron site piping)
- Schedule "B": Construction of Rocky Creek Raw Water Transmission Line
(approximately 5,000' of 8" PVC, miscellaneous valves, fittings, etc.)
- Schedule "C": Construction of Water Distribution System Improvements
(approximately 4,200' of 6" PVC piping, miscellaneous hydrants, valves, fittings, service reconnects, etc.)

Plans and Specifications may be seen at the office of H.G.E., Inc., Engineers and Planners, 375 Park Avenue, Coos Bay, Oregon 97420, and at the following locations:

- | | |
|-----------------------------------|---------------------|
| Salem Contractor's Exchange | Salem, Oregon |
| Eugene Builders Exchange | Eugene, Oregon |
| H.G.E., Inc. 19 N.W. Fifth Avenue | Portland, Oregon |
| Construction Data | Portland, Oregon |
| Builders Plan Exchange | Portland, Oregon |
| DJC Plan Center | Portland, Oregon |
| Dodge Scan Reports | Seattle, Washington |
| City of Depoe Bay | Depoe Bay, Oregon |

One copy may be obtained by prequalified prospective bidders upon receipt of cash or check in the amount of \$110.00 made payable to the Engineer. Deposit made upon procurement of drawings, specifications and forms of Contract Documents will be non-refundable. Individual sheets and specification pages may be purchased for the cost of reproduction: Drawings \$2.00 pr sheet, Specification \$0.25 per sheet.

Bidders must prequalify with Owner on Standard Oregon Review Board Prequalification Forms, ten (10) days prior to bid opening. Disqualification statements shall be issued not later than 4 days before bid opening by the Owner. Prequalification forms may be obtained from the Engineer and should be submitted to the Owner via the Engineer. If a prequalification form is on file with the Engineer and is not over one year old, refiling is not necessary unless there has been a substantial change in Contractor status.

Each bid must contain a statement as to whether the Bidder is a Resident Bidder as defined in ORS 279.029.

No bid will be considered unless fully completed in the manner provided in the "Instructions to Bidders" upon the bid form provided by the Engineer and accompanied by a bid bond executed in favor of the City of Depoe Bay in an amount no less than ten percent (10%) of the total amount of the bid. Bid bond is to be forfeited as a fixed and liquidated damage should the bidder neglect or refuse to enter into a contract and provide suitable bonds for the faithful performance of the work in the event the contract is awarded him. Funds for the improvements are available and monthly payments will be made by check.

The successful Bidder must be registered, or shall become registered, with the Construction Contractor's Board as required by ORS 671.530. Bidder is not required to be licensed under ORS 468A.720.

The Contract is for public work subject to ORS 279.348 to 279.363. No bid will be received or considered by the Depoe Bay or any officer thereof unless the bid contains a statement by the Bidder as a part of the bid that the provisions required by ORS 279.350 (relating to prevailing wages) shall be included in this Contract.

Bidders on this work will be required to comply with the provisions of the President's Executive Order No. 11246 concerning equal employment opportunity, including all amendments and requirements issued thereunder. The requirements for bidders and Contractors under this Order are explained in the Contract Documents.

Before a Contract will be awarded, compliance with all FmHA requirements specified in the Contract Documents will be subject to FmHA review and approval.

They City of Depoe Bay may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all bids upon the finding of the City of Depoe Bay it is in the public interest to do so. No Bidder may withdraw or modify his bid after the hour set for the opening and thereafter until the lapse of ninety (90) days from the bid opening.

By Order of the City of Depoe Bay.
Ron Nairn, Mayor

Sub-Bids Requested

**Oregon Health Sciences University
Dental School - Fixed Prosthodontics Lab
Portland, Oregon
Bid Date: March 29, 1995 • 3:00 P.M.**

**PCC Cascade Campus
Student Services/Classroom Bldg
Portland, Oregon
Bid Date: March 30, 1995 • 2:00 P.M.**



SHIMIZU AMERICA CORP.
7100 S.W. Hampton, Suite 231 • Tigard, OR 97223
(503) 620-2965 Fax (503) 620-0223
CCB #46499

We are an equal opportunity employer and request sub-bids from women, minority, and emerging small business enterprises.