

Careers & CLASSIFIEDS

Administrative Assistant

to the General Manager
Immediate opening for a vivacious, civic-minded individual to perform administrative duties for the General Manager of a local television station. Television experience a plus. Must type 60 wpm and have top-notch office and organizational skills. Must know WordPerfect and Lotus. 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 4/10/95 to: KPDX-TV, 910 Martin Luther King Jr. Blvd., Portland, OR 97232. Women and minorities are urged to apply. We are an equal opportunity employer.



PARAGON
CABLE

Installation Supervisor

We are looking for an individual with strong technical service and installation experience to supervise, train and review field technicians. Must have thorough understanding of installation specifications and guidelines and ability to manage in a fast paced environment. Must have high school diplomas or equivalent and possess good verbal and written communication skills. Technical training a plus! We offer a competitive salary and comprehensive benefits. Good driving record and pre-employment physical examination and drug screening required. Apply in person at: 3075 NE Sandy Blvd., Portland.

We are proud to be an Equal Opportunity/ADA Employer

Firefighter

City of Milwaukie, OR
Salary: \$2,342 - \$3,345 per month, DOQ, full-time, plus excellent benefit package. We are seeking experienced and certified emergency responders to work as a team member in the Fire-Rescue Department. **Accepting applicants who meet or exceed** the following qualifications for entrance into the examination process: High school diploma or equivalency; Oregon EMT 1 certification or EMT 2 certification with ability to obtain on or before June 30, 1995, EMT 1 certification; valid drivers license, Oregon FSAB Firefighter 1 and Apparatus Operator 1 certifications or two year degree in Fire Science from an accredited college, Oregon FSAB HazMat/first responder certification; plus one year career or three years volunteer experience with an emergency response agency. Application materials include City job application and certification forms. All application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222, no later than 4:00 PM, Monday, April 17, 1995. TDD # (503) 659-5171 or Fax # (503) 652-4433. All qualified applicants are encouraged to apply. EEO. Prior to hiring, applicants will be required to satisfactorily complete a drug test.

Receptionist

Enthusiastic, dependable person needed to answer busy phones, process mail & assist with office tasks. Exp. w/multi-line phones, 45 WPM typing and problem solving skills req. Computer exp. a plus. FT + excl. benefits. Mail resume, cover letter & salary requirements by 4/12/95 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

PC Support Specialist

W&H Pacific, a multi-disciplinary Beaverton-based engineering firm, is seeking a PC Support Specialist to work in a temporary assignment of up to three months to assist in the support of a networked PC environment. Duties will include installation, configuration and maintenance of PC hardware and setup of system configurations for the Client/Server environment. Reports to the Network Administrator.

Qualified candidate must have at least three years experience with IBM compatible PCs, DOS operating system and Windows. At least one year experience working in the Novell Operating System environment. Must be able to install, configure and maintain PC hardware. Must be familiar with TCP/IP protocols. Familiarity with AutoCAD a plus. Please send or fax resumes to:

W&H Pacific

8405 SW Nimbus Avenue
Beaverton, OR 97008
Attn: Irene Higgins
Fax: (503) 526-0775

We are an affirmative action/ equal opportunity employer.

Human Resources Manager

Fortune 500 company has an excellent opportunity for a human resources generalist to manage the HR functions at a manufacturing facility. A Bachelor's degree and a minimum of 2 years' experience in a unionized facility are required as is a knowledge in the areas of staffing, compensation, employee benefits, and EEO/AAP. Demonstrated ability to develop, implement and maintain administrative systems in human resources is a must.

We offer an excellent benefits package and growth opportunity. All qualified candidates are invited to send their resume and salary history by April 14, 1995 to: Human Resources at James River Corp., P.O. Box 17128, Portland, OR 97217-0128.

Equal Opportunity Employer

Television Research Director

Fox affiliate in top 25 market seeks a self-motivator with strong speaking and writing skills to develop sales presentations for entertainment and pro-sports programs. Knowledge of Nielsen and Scarborough data is essential. Experience should also include maintenance and utilization of TVScan, Qualtap, Media Watch, Micronode, JDS Minipak, and Microsoft Powerpoint software. Obtain the required employment application by calling (503) 239-4949. Submit resume, salary history, and employment application in person or by mail no later than April 28, 1995 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.

Dramatic Price Reductions

Updated Bungalow - 2BR, 1BA, Gar, Bas. New furnace & water. 6433 NE 6th. \$65,000.
Two Level Home in Great Neighborhood. 3BR, 1BA, 1,200 sq. ft. 813 NE Sumner \$65,000.
Fixer in Upscale Neighborhood. 4BR, 1.5 BA, 1112 NE Morton St. \$52,000.
Phone: 297-1673

News Anchor/Reporter

Top Portland area Radio Station seeks News Anchor/Reporter, 3-5 years professional experience required. Send Resume/tapes to AM Operations Manager, P.O. Box 14957, Portland, OR 97214. Equal Opportunity Employer- No calls please.

Gift Shop Clerk

This position is on call to work in the Capitol Gift Shop any time 8 - 5, Monday through Sunday. One year experience operating a cash register, exchanging money for purchases and making change is required. Preference may be given to applicants with experience in credit card transactions and merchandise display. Salary is \$6.30 per hour. Deadline for applications and customer service video testing is 5:00 PM April 14, 1995. For application materials and video test scheduling, contact Employee Services, 140 State Capitol, Salem, OR 97310 (503) 986-1373. TTY: (503) 986-1374. Fax: (503) 986-1684. EOE.

Facilities Graphics Supervisor

Eight years of technical drafting and cartographic experience in one or more of the following fields: civil, electrical or mechanical engineering, including demonstrated supervisory and management skills. Two-year associate degree in drafting technology and completion of college term classes in land surveying or equivalent in drafting and supervisory experience. Valid driver's license is required. Position closes on Friday, April 10, 1995 5:00 p.m. For more information and application packet contact Eugene Water & Electric Board, PO Box 10148, 500 E 4th Avenue, Eugene OR 97440 (503) 484-3769. EWEB values diversity in the work force and is an equal opportunity employer.

Crisis Clinician

Crisis Clinician needed to provide telephone and walk-in triage, crisis stabilization, community outreach, assessment, on-call & hospitalization services to diverse population of mentally ill adults. Min 2 yrs prior exp req. Masters degree in mental health related field req. Psychiatric nurse to work on interdisciplinary team serving chronically mentally ill adults. Current lic or BSN req. Min 1 yr prior exp req. Competitive salary & benefits. Send/fax cover letter & resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211 Attn: HR Fax 249-8235. EOE. Minority/disabled encouraged to apply.

Washington County

Information Services Manager

\$57,888 - \$70,356 per year
Apply by April 28, 1995

Accounting Assistant II

\$1935 - \$2353 per month
Apply by April 14, 1995

Senior Planner

\$3499 - \$4254 per month
Apply by April 21, 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.

Placement Specialist

Professionally minded person who is effective when working in a team setting needed to provide clerical/administrative support for a fast pace office. Requires a high school diploma or equivalent and two years secretarial experience. Word processing, automated database management and office organizational skills required. Must type 60 words per minute. If interested and qualified, submit resume and letter of interest to: Human Resources, 31224 E. Historic Columbia River Highway, Troutdale, OR 97060 no later than April 14, 1995.
Equal Opportunity Employer
M/F/D/V

Receptionist

Receptionist needed to work in mental health setting. Exp w/ high volume multi-line switchboard req. Other duties incl greeting clients & assisting w/ general office duties. Typing 45 wpm 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.

Subsidized

Subsidized units may be available at this time. If not, qualified applicants may be placed on a waiting list. We are committed to Equal Housing Opportunity.

Pine Avenue Tillamook, OR

503-842-2723
Guardian Management Corp.



Blue Cross Blue Shield 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

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.

Job Opportunity

City of Portland

Building Inspector

Building inspectors enforce compliance with building related codes and ordinances covering the erection, alteration, or repair of structures. Field work also includes inspecting mechanical installations for compliance of codes and ordinances. Approximate Salary: \$17.98 at entry to \$20.54 in one yr. Tentative Closing Date: Friday, April 14, 1995.

Automotive Equipment Operator III (Street Sweeper Operator)

Skilled work operating a municipal type 3-or-4 wheel street sweeper and other large size trucks with auxiliary snow plows. Work days, nights, weekends, holidays and on emergency. Approximate Salary: \$2,373 at entry to \$2,856 in one yr. Tentative Closing Date: Friday, April 14, 1995.

Gardener

Skilled horticultural work in the installation, care and management of a wide variety of public landscape areas. Responsible for planting, transplanting, pruning, and spraying trees, shrubs, flowers, and turf. Approximate Salary: \$2,408 at entry to \$2,905 in one year. Tentative Closing Date: Friday, April 14, 1995.

Electronic Tech. Assistant

Approximate Salary: \$12.35 at entry to \$14.04 in one yr. Tentative closing date: Friday, April 7, 1995.

Carpenter

Approximate Salary: \$2,817 at entry to \$3,061 in six months. Tentative closing date: Friday, April 7, 1995.

Secretarial Clerk I

Approximate Annual Salary: \$18,470 at entry to \$25,646 (3 yrs.). Tentative closing date: Friday, April 7, 1995.

Maintenance Machinist

Approximate Hourly Salary: \$16.25 at entry to \$17.66 in 6 months. Tentative closing date: April 7, 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.

Customer Service



PARAGON
CABLE

We are proud to be on the leading edge of the dynamic cable television industry. To maintain our mission and enhance our ongoing commitment of total quality service to over 100,000 customers in the Portland area, we are looking for a:

Customer Service Manager

- Manage the daily operation of the Customer Service and Repair Departments
- Maintain and develop systems to improve customer service retention
- Update staff on promotions, campaigns and company resources
- Develop, coach and mentor a staff of supervisors

Requirements:

Three years management experience
Demonstrated skills in analyzing statistical data and presenting conclusions
Excellent written and oral communication skills

Preferences:

Telephone customer service experience
Knowledge of Automated Call Data (ACD) systems and management
College degree

We offer competitive compensation, excellent benefits, including free Cable TV and the opportunity to work in a team environment and drug free workplace. Please apply to:

Paragon Cable
3075 NE Sandy Blvd.
Portland, OR 97232

Computer Problems? I can help!



DOS
Windows
Installation • Hardware Software • Training
Also specialize in small business Data Entry, Mailing, etc.
In house or via modem.

Call Jeff
503-727-2400

Sub-Bids Requested

for
PCC Sylvania Classroom Addition & Remodel
Portland, Oregon
Bid Date: Friday, April 14, 1995 at 1:00 P.M.

Andersen Construction Co., Inc.



6712 N. Cutter Circle
Portland, OR 97217
(503) 283-6712
Fax: (503) 283-3607

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

Oregon Contractor's Board Registration #63053



The Portland Observer

Wishes You A Happy New Year
As We Begin
Our 25th Anniversary
Of Publication.