

Careers & CLASSIFIEDS

Computer Portland Development Commission System Analyst/ Programmer \$33,928 - \$49,200

The Portland Development Commission serving as the City's agency for urban renewal, housing and economic development is seeking a System Analyst/Programmer III to join our Information Systems team. Successful candidate will possess the following qualification/skills:

- Moderate to high level of technical knowledge concerning data processing principles, computer hardware types and capabilities, software language varieties, computer language programming, system analysis and design.
 - Knowledge of VAX/VMS operating environment and ADMINS software development tools.
 - Thorough knowledge of personal computers, software development and hardware interfaces in a business and financial environment.
 - Knowledge of systems software and hardware interfaces for PC DOS, Windows and Macintosh computers.
 - Major responsibilities: Analysis, design, programming, testing, training, documentation, maintenance.
- Bachelors degree in computer science, business, accounting, programming, software engineering or related area. Minimum 4-6 years experience in systems analysis and/or computer programming or equivalent education and/or experience.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packet must be returned by 5:00 p.m., June 19, 1995. If outside Portland metro area, please call our job hot line, (503) 823-3463 to request a packet.

Portland Development Commission 1120 SW Fifth Avenue, #1100 Attn. HR 2 Portland, Oregon 97204

The Portland Development Commission values diversity in its workforce and is committed to equal employment opportunity and affirmative action.

Administrative/Secretarial Portland Development Commission Administrative Specialist II 12 Month Position \$20,500 - \$29,110

PDC is seeking an Administrative Specialist II to provide clerical support to Semiconductor related Workforce Projects, Regional, Strategies, and Key Industry Projects within the Workforce and Target Industry Dept. Strong interpersonal, written and verbal communication skills required. Proficiency in Wordperfect for Windows. Knowledge of spreadsheet programs and added plus. Excellent telephone, scheduling and time management skills required. Two to three years related experience.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packet must be returned by 5:00 p.m., June 12, 1995. If outside Portland metro area, please call our job hot line, (503) 823-3463 to request a packet.

Portland Development Commission 1120 SW Fifth Avenue, #1100 Attn. HR - Admin Portland, Oregon 97204

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Collections Portland Development Commission Loan Collection Specialist \$26,855 - \$38,950

PDC is seeking a Loan Collection Specialist to join our Loan Servicing team. Successful applicant will be responsible for protecting the Commission's interest in a portfolio of 5,000 clients. Job duties include negotiating repayment plans, small claims and bankruptcy filings and counseling borrowers on financial matters. Extensive public contact with diverse individuals of all levels of cultural and economic backgrounds. Must have collection law knowledge; math and strong communication skills. Minimum of 2-4 years collection experience; real estate background helpful.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packet must be returned by 5:00 p.m., June 12, 1995. If outside Portland metro area, please call our job hot line, (503) 823-3463 to request a packet.

Portland Development Commission 1120 SW Fifth Avenue, #1100 Attn. HR - LCS Portland, Oregon 97204

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Garlington Center

Crisis clinician needed to provide phone and walk-in triage, community outreach assessment, on-call and hospitalization services to diverse population of chronically mentally ill adults. Min 2 yrs prior exp req. Masters degree in mental health related field req.

Outpatient therapist experienced in brief treatment for CMI adults with personality disorders, PTSD and crisis recidivists needed. Min 2 yrs exp req. Group & Family modalities a +. Masters req. LCSW preferred.

On-call therapists needed to work with culturally diverse population of chronically mentally ill adults in day program. Prior exp working in high stimulus group environ & assisting clients in problem solving a must. Must be QMHA certifiable.

On-call therapists needed to work in vocational rehab program serving clients w/mental illnesses. Prior exp supervising rehab client crews and teaching job skills a must. Excel oral comm skills req. Must be QMHA certifiable.

On-call adult caregivers needed to assist mentally ill clients in activities of daily living & problem solving in residential setting. Min 1 yr prior exp preferred.

Competitive salary & benefits. Sand/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.

Correctional Officer

The Oregon Department of Corrections is recruiting to fill correctional officer positions located in Salem, Ontario, Pendleton and Portland. To qualify, you must have a H.S. diploma or GED, be 21 years old, and US citizen. Salary starts at \$1859 - \$1944 per month, depending on union. Liberal benefits include generous health plan, state retirement, training. Obtain job announcement and application form from Oregon Employment Division Offices, or any State Agency Personnel Office. Info: (503) 945-9010. You must take a test at the Employment Division by June 30, 1995. An EEO/ADA Employer.

Education Portland Development Commission Project Coordinator II 12 Month Position \$38,028 - \$57,093

The Workforce and Target Industries Dept. is seeking a Project Coordinator to develop and implement comprehensive training, education and workforce delivery strategies for the semiconductor industry. Experience with Windows, Wordperfect and spreadsheet software. Familiarity with K-12 higher education, project management and resource development. Knowledge of semiconductor industry preferred. Bachelors degree or equivalent.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application packet must be returned by 5:00 p.m., June 12, 1995. If outside Portland metro area, please call our job hot line, (503) 823-3463 to request a packet.

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Data Entry

W&H Pacific, a multi-disciplinary engineering firm, is seeking a part-time (20-24 hours per week) temporary data entry clerk for the Beaverton office. Position requires accurate typing with a minimum speed of 45 wpm, strong attention to detail, and ability to work with different computer programs. Duties will include data entry, filing, spreadsheets, and miscellaneous accounting tasks. This position will require flexibility in hours worked, including some evenings and weekends.

We offer a team oriented work environment, advanced equipment and opportunities for growth and development. Applications may be obtained or resumes may be mailed or faxed 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

KNRK Radio/Part- Time Club Coordinator

Assist with on-site events. Gen office duties. 1 yr promotion exp. Send R - Entercom 4614 SW Kelly, Portland, OR 97201. EOE. No phone calls.

Billing/Account Manager

Billing/Account Manager at lesbian owned health care clinic. Experience required with medical insurance, computer billing. 30-40-hrs/week. Salary \$16,000-18,000 plus benefits. Please send resume to 316 NE 28th, Portland, OR 97232.

KFXX Radio/ Promotion Director

Coordinate and implement on-air promotions, on-site events, press relations for all-sports radio. Working knowledge of sports desired. 2 yr promotion exp. Send R - Entercom 4614 Kelly, Portland, OR 97201. EOE. No phone calls.

Coordinator For Oregon Domestic Violence

Req. experience in DV, committee staffing, project implementation, grant administration. Ability to travel in Oregon. Salary: \$22,500 plus benefits for 3/4 FTE. Call the Council office (503)/223-7411 for application materials. Closing date: June 9, 1995. For additional information contact the Women of Color Caucus of the Oregon Coalition Against Domestic and Sexual Violence (503/223-7411 ext.3). EEO/Affirmative Action employer.

Concessions Manager

Cutting Edge Concepts, a newly formed company, is seeking an energetic and innovative person as Concessions Manager at the Rose Quarter Complex. This person will be responsible for assisting in the planning, organizing and managing the concession food and beverage business. Responsibilities include training and motivating the employees as well as safeguarding inventories and equipment. Prior fast food and/or concession experience preferred as well as experience in managing people. Candidates should possess good computer skills, have the ability to manage multiple tasks simultaneously and be able to work in a Team setting.

Qualified applicants should send resume, salary history and references to: Concessions Manager, Cutting Edge Concepts, Memorial Coliseum, 1401 N. Wheeler, Portland Oregon, 97232. Excellent benefits package. No phone calls. Equal Opportunity Employer.

Healthcare Insurance



BlueCross BlueShield of Oregon HMO Oregon Medical Claims Analyst

These positions are responsible for accurate and timely payment of managed care claims. Experience necessary to perform this task will include:

- 1 year recent experience doing medical paperwork in a doctor's office, hospital or other medical facility.
- Demonstrated knowledge of medical terminology, anatomy, ICD9 and CPT Coding. This may be obtained through a classroom setting or office experience.
- Fast accurate CRT and 10 Key skills and previous experience working in a production environment.
- The ability to communicate effectively orally and in writing.

This position also requires being able to work overtime hours as needed. Training will be in a classroom setting for twelve weeks.

Pre-employment drug screening required. To assure your resume is processed immediately, please include your salary requirements and place ad #106 at the top of your resume or in your cover letter.

**Blue Cross Blue Shield/
HMO Oregon**
Human Resources Dept., 3rd flr
100 S.W. Market
Portland, OR 97207
TDD# 255-6780
Equal Opportunity Employer

Washington County

**Community Correction
Case Monitor**
\$1935 - \$2353 per month
Apply by June 2, 1995

**Program Educator
(Housing Services)**
\$2540 - \$3087 per month
Apply by June 2, 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.

Job Opportunity

City of Portland

Technician I - Customer Support

This is first in a series of 3 classes responsible for application of basic principles of engineering, planning and/or architecture of City programs and services. Under general supervision, Tech I's apply technical knowledge in areas such as engineering, planning and permit processing to the service of public customers; explaining policies and procedures, reviewing applications for building or construction permits, responding to customer inquiries. Tech I Customer Support employees must use public contact and communications skills to achieve understanding, cooperation and compliance with City Code and procedures. Approximately Monthly Salary: \$2071 to \$2777. Tentative closing date: Monday, June 12, 1995, 4:30 PM. No Postmarks.

Construction Equipment Operator II

A Construction Equipment Operator II operates heavy duty motorized construction such as backhoes, dozers, hydro-cranes, road graders and rock crushers. Work requires safe, skillful, efficient use of machines to build or repair streets, sidewalks, waterlines and sewers. Operators service and make minor repairs to their machines and help on construction projects, with responsibility for safe operation of others working in conjunction with the equipment. Applicants must be skilled and experienced in operation of Backhoes. Additional areas for consideration: Hydrocranes, Graders, Dozers, Recycling Equipment, Other (Excavator, Grinder, etc.) ALL applicants must have a valid Class A Commercial Drivers License (CDL) at the time of the work skills/oral interview demonstration test (scheduled for June 27-28, 1995). Additional testing, medical evaluation and drug test may be required. Approximately Hour Salary: \$14.48 at entry; \$16.43 after 6 mos.; \$17.53 after 1 yr. Tentative closing date: Monday, June 12, 1995, 4:30 PM. No Postmarks.

Electronic Systems Specialist

This is a technical work designing, selecting, developing and maintaining components of computer hardware and software systems. Worksite is a wastewater treatment plant under the Bureau of Environmental Services. Approximately Monthly Salary: \$2,777 to \$3,541. Tentative closing date: Friday, June 16, 1995, 4:30 PM. No Postmarks.

City Planner

City Planners in the Bureau of Planning investigate, analyze and develop reports and recommendations related to housing, land use, zoning and code administration. Planners are responsible for working with the public, representatives of development and neighborhood groups to provide customer focused planning information and services. Planners work under a Section or Project leader, who reviews work for timeliness, conformance to rules and procedures, and results. Approximately \$2,910 at entry to \$3,373 after 4 steps. Closing date: Monday, June 12, 1995 at 4:30 PM. No Fax or Postmarks.

Recreation Coordinator I - Community Music Center

Rec Coordinator I is the principal front office person for the Community Music Center. Responsibilities include providing information to students and the public by phone or in person; acting as Registrar; assessing skill levels and determining appropriate classes; private lessons, instructors, Suzuki Levels, etc; coordinating schedules, accepting payment, preparing billing and maintaining accurate records; calculating and submitting time sheets, and assisting the Director with planning, evaluation and maintenance scheduling. Work involves program implementation at a designated facility, working with community groups and supervising Recreation Leaders. Approximate annual salary: \$26,686 at entry to \$29,182 after 6 months. Tentative closing date: Monday, June 12, 1995 by 4:30 PM. No Postmarks.

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.

General Manager

The Salem Area Mass Transit District is accepting applications for the position of General Manager.

SAMTD's system consists of 19 routes serving a population area of 175,000 in the cities of Salem and Keizer.

The successful candidate must possess the broad knowledge and abilities needed to manage a public transit system including the overall planning, organizing, and operating functions. This position reports to a 7-member elected Board of Directors and has direct responsibility for implementing the policy decisions of these elected officials.

For a more detailed description and list of qualifications request a Vacancy Announcement from Salem Area Mass Transit District, 3140 Del Webb Ave., N.E., Salem, Oregon 97303. Applications must be submitted to the District's Personnel Manager and consist of a letter of application, complete resume and salary history. Closing date for accepting applications is July 7, 1995. An Equal Opportunity Employer Committed to Workforce Diversity.

Facilities Coordinator

Facility scheduling and admin support. Computer skills, exceptional organization & public relations skills required. FT w/benefits. Available immediately. Call Evelyn Waltenbaugh, HR manager 297-1894.

Television

Master Control Operator

FOX 49 KPDx seeks an experienced, full-time master control operator. Responsible for full operation of station according to FCC rules and station log. Must be flexible, cheerful, and have the ability to work calmly and make correct decisions in a fast-paced, high-stress environment. Experience with GVG 1610, Beta, 1", and Odetics TCS-90. Requires HS diploma or GED, FCC permit, and 1-2 years hands-on experience. Prefer 2-4 years tech training & SBE cert. May require working overnights, weekends & holidays. Salary based on experience. 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 June 2, 1995 to: KPDx-TX, 910 NE Martin Luther King Jr. Blvd., Portland, OR 97232. Women and minorities are urged to apply. EOE.

Account Manager

Account Manager responsible for financial acctg, controls, reporting, annual audit. Supervise: student billing, bookstore, AP/AR, & payroll. B.S. in acctg & 5 yrs work exp. prefer CPA w/supervisory & fund acctg exp. Resume to HR Manager, Catlin Gabel School, 8825 SW Barnes Rd, Portland 97225.