# GLASSIFIEDS

### Radio Advertising Sales

Sell commercial time on All-Sports Radio Station, KFXX. 1-2 Yrs. Sales Exp. good organizational, written and verbal communication skills. Self-Motivated. Send Resume/ References to Sales Manager - KFXX Radio, 4614 SW Kelly, Portland, OR 97201. Equal Opportunity Employer. No Phone Calls Please!

Now Hiring Part-Time Board Operators and Announcers. At Least 2 years experience. Send Resume and Tape to KGON/KFXX/KNRK Radio, 4614 S. W. Kelly, Portland, OR 97201. Equal Opportunity Employer. No Phone Calls Please.

#### Financial Analysis/ Manufacturing Process Stream Analyst

James River is a Fortune 500 corporation. Our Wauna Mill facility in Clatskanie, Or (Oregon Hwy. 30 between Longview, WA and Astoria, OR) has an outstanding opportunity for an experienced Process Stream Analyst.

Focus will be on providing financial support and analyses to Process Stream Leaders and tearns. Individual will develop, implement, and evaluate performance measurements, provide recommendations for improvements, and support management decision-making on all aspects of finance and operations, including margin analysis, product line investments and profitability, annual plans, and rolling forecasts.

Requirements include: Bachelors or Masters in accounting/ finance; 5+ years exp in financial analysis in a manufacturing environment; knowledge of manufacturing process stream; extensive knowledge of financial management accounting systems/software and processing data; competency in application of Total Quality Tools: demonstrated expertise relating to: use of PC's, quantitative abilities, negotiating, management skills, and communicating.

James River is committed to responsible stewardship of the environment, promotes a drug-free workplace, and is an Equal Opportunity Employer. We offer excellent compensation and benefits. Please Send/Fax resume in confidence to: James River Corporation, Human Resources Dept., Rt. 2 Box 2185, Clatskanie, OR 97016. Fax: 503-455-3729.

JAMES RIVER
CORPORATION

# Parts Stores Clerk City of Eugene, Public Works Maintenance \$1,887-\$2,311/mon.

Performs routine parts clerk duties: shipping and receiving, purchasing and issuing parts, invoicing, and inventory control for the City of Eugene's large fleet of vehicles and equipment. Assists mechanics in obtaining parts in a timely manner. Performs various types of computer entry on both mainframe and personal computers. Requires one year's experience in an inventory control position which included purchasing responsibility. Must have a valid Oregon driver's license. Closing Date: March 15, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR, 97401. AA/EOE.

Financial specialist needed to process payroll & assist w/bookkeeping duties. Min 1 yr prior exp on ADP payroll system pref. 10 key by touch req. Competitive salary & benefits. Send/fax cover letter & resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211 Attn: HR Fax: 331-5956 EOE. Committed to diversity. No phone calls pls. JOB HOTLINE 727-5947.

#### Portland Development Commission C Systems Analyst

#### PC Systems Analyst II \$30,032-\$43,563

Portland Development Commission is seeking a customer service oriented, technically skilled problem solver to join our team. The successful candidate will have

- experience purchasing, configuring, installing, and troubleshooting PC and Macintosh hardware and software, modems, printers, and thinwire Ethernet cable devices.
- experience preparing and managing vendor contracts.
   experience with VAX/VMS (specifically with printer

queues and the Pathworks

- network software).

   expert level proficiency with Windows 3.1, DOS 6.nn, WordPerfect for Windows, and QuattroPro for Windows.
- ability to do multi-tasks, handle changing priorities, and deal with users having a diverse background of computer literacy.

Experience with the Internet, Visual Basic, Microsoft Access, Windows 95, Windows NT also desired.

Bachelor degree in computer science, programming, software engineering or a related area.

Minimum of two to four years experience in systems analysis or end-user support or equivalent education.

Interested applicants should pick up a more detailed job description and application packet at PDC. Applications must be returned by 5:00 pm, March 4, 1996. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

Portland Development
Commission

1120 SW 5th Avenue, #1100 Portland, Oregon 97204

The Portland Development Commission values diversity in its workplace and is committed to Equal Employment Opportunity and Affirmative Action.

### Power Quality Engineer

Position requires five years of progressively responsible experience in the electrical engineering, utility operations or facilities management field. Four years experience will be an acceptable minimum with and Engineer-In-Training (EIT) certificate. Bachelor of Science degree in electrical engineering or other related technical field from a university with a four-year accredited curriculum. Training in power quality diagnostic, troubleshooting and site survey methods. Training in building mechanical or electrical systems and equipment. Training in residential, commercial/industrial process and equipment energy and power requirements. Valid driver's license is required. Position closes Friday, March 8, 1996 5:00 p.m.

for information and application packet contact, Eugene Water & Electric Board, 500 E 4th Avenue, P O Box 10148, Eugene OR 97440 or (541) 484-3769.

EWEB values diversity in the work force and is an equal opportunity employer.

### Maintenance Supervisor

Supervise personnel involved with the repair and cleaning of District vehicles, facilities and equipment. Knowledge of supervisory practice and diesel mechanic experience required. Starting wage \$14.67 per hour. Official application form and detailed position specification available at Salem Area Mass Transit District, 3140 Del Webb Ave. N.W., Salem, Oregon 97303. Competed application form must be received by District by 5:00 p.m. on March 15, 1996. Equal Opportunity Employer.

### Human Resources Manager

Eugene Water & Electric Board is a municipal utility facing changing times. We're looking for an energetic, flexible, and forward-looking individual to lead the Human Resource function at our utility. They must have demonstrated success in providing strong HR organizational leadership in development and implementation of HR strategies and plans.

A minimum of eight (8) years of direct experience in personnel administration and human resource activities including compensation, benefits, payroll, recruitment, hiring, employee records, safety and training/development. A minimum of five (5) years in a supervisory/management position having increasing generalized responsibility with demonstrated results in developing and implementing human resource programs and strategies. Four (4) year degree in a business or human resource-related field, or equivalent in training and experience in the human resource field.

Position closes - Monday, March 18, 1996 - 5:00 p.m.

8 Electric Board, P O Box 10148, Eugene OR 97440-2148. Or (541) 484-3769.

EWEB values diversity in the work force and is an equal opportunity employer.

Portland Development Commission

### Project Coordinator 1 - Semiconductor \$33,928 - \$49,200

Portland Development Commission, the City of Portland's agency for urban renewal, housing and economic development, is seeking a Project Coordinator 1 in its Workforce & Target Industries department. Principal responsibilities include:

 Coordinate and monitor recruitment projects to fill local industry job openings.

Ensure that systems maximize the hiring of targeted population groups and meet contracted responsibilities.

Assist in community workforce development activities.

 Oversee recruitment and hiring monitoring requirements identified in contracts.

Position requires knowledge of recruiting strategies and techniques. Strong interpersonal and excellent communication skills with an emphasis on interviewing. PC skills: WordPerfect for Windows and Database programs. Knowledge of community organizations. Good public speaking, problem solving and team building skills. Detail oriented. Bachelor degree or equivalent specializing in Human Resource Management, Vocational Counseling, Communications or a related field plus a minimum of 2-4 years experience in recruiting, job training development and/or program management or equiv-

alent and/or experience.
Interested applicants should pick up an application packet at PDC. Applications must be returned by March 8, 1996 at 5:00 pm. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

### Portland Development Commission 1120 SW 5th Avenue, #1100 Portland, OR 97204

The Portland Development Commission values diversity in its workforce and is committed to Equal Employment Opportunity and Affirmative Action.

Absolutely Lose
10-15 lbs., 10-30 inches/mo.
without dieting. Easiest!
Dr. recommended.
Guaranteed!
1-800-792-6667
(recorded message)
Then, 520-717 1962 ext. 20

South Fork Water Board is Recruiting for the position of

### Manager

The South Fork Water Board is a water treatment organization governed by elected officials representing the cities of West Linn and Oregon City. The South Fork Water Board is currently serving approximately 38,000 citizens. Requires Bachelor's Degree in Public Administration; Civil Engineering; Environmental Engineering or related field and five (5) years of experience in water quality industry. A person qualified for this position will perform administrative and professional management functions. Representation will be in a regional and State environment. Qualified candidate must possess ability to develop, implement and maintain strategic planning needs for the South Fork Water Board and develop and maintain effective inter-governmental communications and relationships. Demonstrated ability to provide effective leadership with the ability to evaluate, organize and project the future of the South Fork Water Board. \$4464-\$5425/mo. Depending On Qualifications. Candidate must pass a drug and alcohol test prior to appointment. A recruitment packet is available at the City of West Linn City Hall, 22825 Willamette Drive, West Linn,. Oregon or by calling (503) 656-4518 (TDD). A letter of interest, resume, supplemental questionnaire and notarized waiver must be returned to the South Fork Water Board, 15962 South Hunter Avenue, Oregon City, OR 97045, by 4:30 PM, April 1, 1996, EEO

RECEPTIONIST for private. non-profit social services agency. Requires 2 years prior receptionist, clerical or general office experience. Excellent communication and phone screening skills required. Ability to work in a multicultural environment. Salary \$5.76 to \$8.66 depending upon experience. Full time position, excellent benefit package. Pick up applications at 018 S.W. Boundary Court, Portland, Oregon 97201, or call 503-222-9661, extension 724, for application to be mailed to you. Submit application by March 15, 1996.

Equal Opportunity Employer. We value diversity.

### TRAINING

Program Specialist to develop customized training program at PSU's Professional Development Center, 1.0 FTE, 12 month, renewable contract. Responsibilities include: prospecting new clients, conducting needs assessments, designing programs, recruiting instructors, overseeing delivery and conducting follow-up evaluations with business clients. Direct experience in developing and managing customized training for business and industry required. Strong oral and written communication skills and professional person required. Masters degree preferred in Adult Education, HR, Training and Development, Business or related field. Starting salary commensurate with experience. Open until filled, application review begins March 12, 1996. Submit cover letter, resume, and three letters of reference to: Program Specialist Search Committee, Professional Development Center, Portland State University, PO Box 751, Portland, OR 97207-0751. Call (503) 725-4820 or (800) 547-8887 ext. 4820 for detailed position description. Affirmative Action/Equal Opportunity Employer.

# Multnomah Education Service District

Job Information Hotline 257-1510 An Equal Opportunity Employer & Drug Free Work Place **Washington County** 

Park Fee Collector \$5.78-\$6.06 an hour Open Continous

Park Aide \$6.45 an hour

Open Continous

Inspector II/Building \$3110-\$3779/mo Open Continous

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

Washington County Human Resources Division 155 N. First Avenue, Suite 210

Hillsboro, Oregon 97124
Women, minorities, and people
with disabilities are encouraged to apply.

### **Billing Clerk**

Seeking qualified, experienced individual with background in billing for NW Portland construction firm. Must have computer skills, PC and data entry. Attention to detail, accuracy, and ability to organize is a must. Salary commensurate with experience. Send resume and salary history to:

E C Company, Attn: C. Henderson, PO Box 10286, Portland, OR 97210-0286.

E C Company Is An Equal Opportunity Employer And Support A Drug-Free Workplace Program.

To Advertise In Hartland Observer

Call 503-288-0033

#### Supervisor

General Services (Position #070)
BlueCross BlueShield
of Oregon
HMO Oregon

This position is responsible for directing company general service functions and contributing to the development, maintenance and enhancement of the Purchasing/Inventory systems to ensure effective inventory control.

Qualified candidates must have:

- Minimum of 2 years supervisory experience and demonstrated ability to work well with all staff levels, management and vendors,
- Education and experience in programming including knowledge of Natural programming language,
- Ability to analyze paperflow and identify computer applications which enhance service capabilities,
- Excellent written and oral skills, with a talent for balancing department and internal customer needs.
- Experience in task analysis and making recommendations on work measurement programs, budget preparation, equipment usage and staffing needs.

For more information about current openings call our Job Information Line:

Pre-employment drug screening required. To assure your resume is processed immediately, place the position number at the top of your resume or cover letter and send to:

BlueCross BlueShield of Oregon Human Resources Department, C3H PO Box 1271 Portland, OR 97207 TDD# 225-6780 Equal Opportunity Employer



### Oregon Department of Transportation Personal Service Consultant List

The Oregon Department of Transportation (ODOT) is updating its consultant list for personal service contracts. This list is only used to identify names of consultants in various disciplines which may be referred to by ODOT's contract administrators using the informal selection process, i.e., contracts valued at \$50,000 or less. (For contracts valued over \$50,000, ODOT places advertisements in the Daily Journal of Commerce and the Vendor Information Program (VIP), a Department of Administrative Services system.)

If you are interested in being placed on the new consultant list or are interested in receiving information about the VIP system, information and forms may be obtained from ODOT by calling 1-800-245-6634. Send written requests to the Program Services Office at 355 Capitol St., NE, Room 309. Salem, OR 97310.

### Advertisement For Bid

Sealed bids for the OSU Research Forest Office Addition project will be received by the Oregon State Board of Higher Education until 3:00 PM, local time, March 26, 1996. Bids will be opened and publicly read aloud on March 27, 1996 at 3:00 PM, local time. All bidders must be registered with the Construction Contractor's Board.

Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-7694.

### **Our Most Important Asset Is People**

Blue Cross and Blue Shield of Oregon/ HMO Oregon is currently recruiting for the following positions:

Manager Underwriting Services (#23) Occupational Health Nurse (#050) Underwriting Programmer Analyst (#067)

For more information about current openings call our Job Information Line:

We are strongly committed to equal opportunity in all phases of employment.



BlueCross BlueShield of Oregon HMO Oregon

CALL TO ADVERTISE WITH The Flortland Observer AT 288-0033