

CLASSIFIEDS

The Best Part Of Your Career Is About To Begin.
See Advertisement in the Management Section of this newspaper.



Administrative Assistant

Administrative Assistant needed half-time to provide administrative and clerical support to an innovative community based program providing services to youth and families. Prefer exp with Word for Windows and Excel & ability to transcribe dictation. Requires organization, attention to detail & ability to work independently. Starting salary is \$8.00 per hour + prorated benefits. Complete required application at Janus Youth Programs, 738 NE Davis, Portland. Position closes April 3, 1996 at 5:00 p.m. We value diversity.

Milieu therapist needed for children's preschool day treatment program implementing therapeutic activities in conjunction w/ treatment team. Min 1 yr exp working w/ preschool children in therapeutic setting pref. Bachelor degree in mental health related field req. Ref #CH-MT. Milieu therapists also needed to assist treatment team during summer months. Ref #CH-MTS. 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.**

Director

Women's Center University of Oregon

The director will manage, organize and oversee all aspects of the center. Bachelor's degree required. Strong listening, nurturing and communication skills, and experience in administration, supervision and program management are desired. Salary range \$27,000-\$30,750. Complete job description available: ASUO Women's Center, Suite 3 - EMU, 1228 University of Oregon, Eugene, OR 97403; (541) 346-4095. Review of applications will begin April 24, 1996. The University of Oregon is an AA/EO/ADA institution committed to cultural diversity.

Job Announcement

Bilingual Program Aide (Spanish/English)

Bilingual Aide needed for Head Start serving children ages 0-3. Translates and assists staff with spanish speaking families in classrooms and on home visits. Must speak, read and write English and Spanish. Reliable, insured transportation required. PT 24 to 30 hours per week. \$7.00 per hour. Medical, dental and life insurance benefits. Optional retirement plan. Apply to: Parent Child Services, 909 NE 52nd Ave., Portland, OR 97213, 8am to 4:30pm M-F. Closing date April 3, 1996.

Providence Montessori School

Information Night For Parents Of Prospective Students

April 11 7-8:30 p.m.
Learn About Montessori Education
Classroom Observation & Tours Scheduled
Enrolling now for 1996-97 Academic Year!
• Enriched academic program for 2 1/2-6 year olds
• Inclusive classroom serving children with varied developmental needs
• Diversity among children and staff
• Nutritious meals provided
• Morning and full-day programs
• Before and after school care
830 N.E. 47th 215-2409

Maintenance Position

Professional property management organization seeking experienced maintenance person to perform scatter site, routine maintenance person to perform scatter site, routine maintenance repairs and unit refurbishment in N/NE Portland. Experience in painting, drywalling, carpentry, flooring, minor electrical and plumbing, demo, lawn maintenance, minor appliance repair and some general cleaning. Full time, permanent position with benefits. Must have valid driver's license and truck. Salary \$10.00 per hour, commensurate with experience. No walk-ins.

Submit resume by April 5, 1996
Portland Community Reinvestment Initiatives, Inc.
Maxine Fitzpatrick
PO Box 11474
Portland, Oregon 97211

You may not be looking... but we are.

MEI, the leader in software systems for the food and drug industry, is seeking senior level professionals to lead development efforts for next generation products. Due to continued growth, MEI is expanding its operations to the Seattle/Portland area, and seeking qualified applicants for the following key positions:

- Software Applications Manager
- Data Warehouse Manager
- Senior Principal Engineer
- Senior DSS Analyst

Successful candidates will possess a bachelor's degree in Computer Sciences, Engineering or related field (advanced degree preferred), and 10+ years of demonstrated excellence in their specialty. Advanced knowledge of GUI, RAD, OLTP/OLAP, as well as operating systems (UNIX, Windows, Windows NT) and programming languages (C/C++, 4GL/5GL) required. For immediate consideration, please send resume, cover letter and compensation history in confidence to: MEI, attn: HRD, PO Box 141147, Spokane, WA 99214-1147, Fax (509) 927-4505. Principals only. EOE

Micro Enhancement International, Inc.



Business & Clerical Instructor

Instructor needed to provide vocational training to students in the areas of typing, and processing, data entry, business English, filing, spreadsheets, accounting, etc. Requires a bachelor's degree in vocational education with a State teaching certificate. One year instructional experience preferred. This position is located in Portland. Interested applicants should submit a letter of interest, resume and a copy of their State teaching certificate no later than 3/29/96.

Human Resources
31224 E. Historic Columbia River Hwy.

Troutdale, OR 97060
Responses Must Be Received No Later Than Friday, March 29, 1996

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

MANUFACTURING Immediate Openings

Growing Vitamin Co. has several manufacturing positions available for all shifts: Days & Nights & Weekends. MFG Exp. and good math skills preferred. Starting \$6.10-\$6.40/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.

MEI, the leader in software systems for the food and drug industry, is searching for qualified candidates for the following positions in our Spokane office:

- Software Quality Assurance Manager
- Data Base Analyst
- Systems Analyst
- Programmer - SW Development
- Customer Services Technician
- Test Engineer - SW QA

Please send resume, cover letter, and compensation history in confidence to MEI, attn: HRD, PO Box 141147, Spokane, WA 99214-1147, Fax (509) 927-4505. Principals only. EOE

Micro Enhancement International, Inc.



Washington County Senior Program Educator

\$2888-\$3510/mo
Apply by April 5, 1996

Senior Parole & Probation Officer
\$3187-\$3873/mo
Apply by April 5, 1996

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.

Financial Management Clerk City of Eugene \$8.90-11.80/hour

Temporary 8-month position responsible for clerical support for the Financial Management Services Division. Supports the division director and various work sections, including the Budget Office and Financial Analysis. Requires two years' experience of a progressively responsible nature in secretarial and clerical work and a high school diploma or GED. Closing Date: March 29, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (541) 687-5061. AA/EOE

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

Sub-Bids and Material Quotes Requested

Tanner Creek Sewer Relief Phase 1 - Unit 1 Bid #128
Bids to us by 10am April 2, 1996 (Bid Date: April 2, 1996)
MOORE EXCAVATION, INC.
P.O. Box 30569 Portland, OR 97230
Phone: (503) 252-1180 Fax (503) 252-1730
We are an equal opportunity employer and request sub-bids from disadvantaged, women, and emerging small business enterprises. CCB#28397

Request For Proposals

The City of Eugene Public Works Department requests proposals for preliminary and construction engineering for improvements to the Ferry Street Bridge corridor. Total preliminary and construction engineering is budgeted at approximately \$5 million. Proposal closing date is April 12, 1996. Contact the City of Eugene, Public Works Department, Transportation Division, 858 Peal Street, Eugene, OR 97401, phone (541) 687-5218 for further information.

Port of Portland Career Opportunities

Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 731-7480. Hearing impaired applicants may call TDD. (503) 731-7485. Applications for open positions are available at the Port's employment office, located at 700 NE Multnomah, 14th. Flr. Office hours are Monday through Friday, except Holidays, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. The Port of Portland is an Equal Opportunity Employer.

Girls Wanted

From Oregon. Between 6-19 To Compete In This year's 1996 Portland Pageants. Over \$20,000 in prizes and scholarships. Including trip to nationals in Las Vegas. Call today 1-800-367-2125 Ext 1019.

Residential Aide

On Call Residential Aides needed for program for African-American women and their children. Requires weekend hours and overtime. Experience with A&D recovery preferred. Send resumes to A. Bergman, 6329 NE MKL Jr., Portland, OR 97211.

PRODUCTION/PACKAGING Growing mfg. Co. seeking Pkg. team members.

Three day, 12 hour shifts. Day & night shifts avail. \$5.25-\$5.55 hr. Benefits after three months successful on-the-job production. Apply M-F, 1-5pm or send resume to 3580 NE Broadway, Portland, OR 97232. Equal Opportunity Employer.

Security Officer

Individual needed to perform full-time patrol duties and provide back-up transportation services for a medium-sized vocational training school. High school diploma or equivalent and one year experience preferably with an organized police security department of fire fighting organization and possess a valid CDL drivers license preferred. Submit resume and letter of interest or come in to fill out application:

Human Resources
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Troutdale, OR 97060
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Housing Services Specialist

To provide efficient office operation and delivery of home buying classes. Must have knowledge of computer skills and clerical experience. Part-time position of 25 hours weekly; wage range \$10 to \$11. Application available at the Portland Housing Center, 1605 NE 45. Position may close any time after March 25. Equal Employment Opportunity.

Attn: Portland

Postal Positions. Permanent fulltime for clerk/sorters. Full Benefits. For exam, application and salary info call: (708) 264-1839 Ext. 4552 8am to 8pm.

Job Opportunity: City Of Portland Technician III - CADD Specialty

Position perform professional level work planning, organizing, directing, coordinating and overseeing the work of a CADD unit using VANGO, AutoCAD and Microstation software. Approximate Monthly Salary: \$3,470 to \$4,430 over six steps. Tentative Closing Date: Friday, April 12, 1996.

Public Works Project Manager (Traffic Management)

This is administrative and technical project management and coordination work within the Bureau of Traffic Management. This position will supervise other staff, consultants, plan and implement various phases of projects and communicate with internal and external groups. Approximate Monthly Salary: \$4,136 at entry to \$5,287. Tentative Closing date: Friday, April 12, 1996 Or Postmarked by That Date.

Open Continuous (until further notice) Police Officer (Community Police Officer)

This is an entry level law enforcement position with an emphasis on Community Policing. You must possess a Bachelor's Degree and be 21 years of age by date of employment, and upon hire complete an 18-month probationary period which includes classroom and on-the-job training. Approximate Annual Salary: \$28,434 at entry; \$34,715 after six months.

Tentative Closing Date: Open, Applications received by March 4, 1996 will be invited to the written test scheduled for April 16, 1996. Those applications received after March 4, 1996 will be invited to test at a later date.

Open Continuous (until further notice) Clerical/Secretarial

Take One clerical/secretarial test for positions with Multnomah County, City of Portland, Port of Portland, City of Gresham, and other public agencies. Excellent salaries and benefits. To Register, contact: City of Portland, Bureau of Personnel Services or call 823-3572 or the Affirmative Action Outreach Recruitment Unit at 823-3530. Registration fee: \$5.00

Submit completed applications to City Hall, Room 100, 1220 SW 5th Ave. Portland, OR 97204.

Some applications are also available by Tuesday Noon 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.

Our Most Important Asset Is People

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

- Product and Process Custodian (#079)
- Provider Performance P/A (#067)
- Provider Performance Analyst (#075)
- Corporate Planning Coordinator (#098)
- Member Service Representative (#085)

For more information about current openings call our **Job Information Line: 1-800-231-1617**

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



BlueCross BlueShield of Oregon HMO Oregon

Employment



In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available state-wide. Currently, openings exist in the following agencies:

OREGON EMPLOYMENT DEPARTMENT

Personnel Officer 3

To qualify, you must have three years of professional-level personnel experience which included analysis, research development, and recommendations of solutions to personnel management problems; AND a Bachelor's degree in Personnel Management, Industrial Relations, Industrial Engineering, Business Administration, Public Administration, or a closely-related field or three more years of pertinent experience. A Master's degree in Industrial Relations, Business Administration or Public Administration may substitute for up to one year of the experience. If the Master's degree is in Business or Public Administration, the major class work must be in Personnel or Labor Relations. Salary range: \$2,773 to \$3,904 monthly. Announcement #LE960245. **Job Announcements and required state application forms are available at all Oregon Employment Department Field Offices. If you need additional information, call (503) 378-3253. Closing date: April 12, 1996.**

OREGON YOUTH AUTHORITY

Area Coordinators

Currently recruiting for up to four Area Coordinators who will be responsible for the coordination/oversight of all state juvenile corrections services located in a geographic region. The services include probation, parole, and the regional juvenile corrections facility. Salary range: \$4,098 to \$5,765 per month plus generous benefits. For qualification information and application materials, contact OYA Employee Services at (503) 373-7555. Closes April 12, 1996.

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.das.state.oregon.us/jobs/> or our gopher site at gopher.state.oregon.us The State of Oregon and all its divisions are proud to be equal opportunity employers.

Sub-Bids Request

Sub and supply bids are requested for:
OSU Valley Football Center Expansion Phase II
Bids Due: April 4, 1996 5:00 PM

Bid to: Wildish Building Co. (CCB# 34429)

P. O. Box 7428

Eugene, OR 97401

Contact: Bob McDonald

Phone: (541) 485-1700 Fax: (541) 683-7767

We request bids and encourage pre bid contact from MWESB firms for the subcontract and supply opportunities of this project.

CALL TO ADVERTISE WITH The Portland Observer AT 288-0033