

# CLASSIFIEDS

## Support Specialist

Washington Mutual Savings has an excellent opportunity in our Portland Home Loan Center for an individual with solid administrative support background, who is interested in beginning a career in the mortgage industry. In this position you will help answer busy phones, provide customer service, and assist lending professionals in a variety of other administrative tasks. To qualify you must have proven receptionist/computer/general administrative experience. Background in a lending environment a definite plus.

**RESUMES NOT ACCEPTED.** Qualified candidates may obtain an application at any Washington Mutual Financial Center or by calling 1-800-952-0787 to have one mailed to them.

Completed applications must be mailed to:

**WASHINGTON MUTUAL BANK**  
Attn: Position #9600625  
1191 Second Avenue  
Human Resources Dept. -  
SAS0108  
Seattle, WA 98111

For a complete listing of current openings call 1-800-952-0787.

Equal Opportunity Employer

## Marketing Assistant

Murphey Favre, a subsidiary of Washington Mutual Bank, has a current opening at our Hollywood Financial Center for a full-time Marketing Assistant to support Registered Representatives with marketing, administrative and clerical duties. Requires general business office experience and the possession of or ability to obtain a Series 7 and 63 general securities license. Must possess excellent telephone skills and ability to interact effectively with clients in person.

Washington Mutual offers an exciting and professional work environment with excellent benefits. **RESUMES NOT ACCEPTED.** Qualified candidates may obtain an application at any Washington Mutual Financial Center or by calling 1-800-952-0787 to have one mailed to them. Completed applications must be mailed to:

**Washington Mutual Bank**  
Attn: Position #9600573  
1191 Second Avenue  
Human Resources  
Dept.-SAS0108  
Seattle, WA 98111

## ADMINISTRATION

### Principal Executive Manager G

(Assistant Administrator-Field Operations)

\$4,098 to \$5,765 Monthly

The State Office for Service to Children and Families (SOSCF), formerly Children Services Division, is recruiting for an Assistant Administrator for Field Operations. This position, located in Salem, is responsible for planning, directing and evaluating the statewide field operations of SOSCF to provide child protective services and work with families and community partners to provide safe and stable homes. Requires completion of a PD100 State of Oregon Application Form, along with a letter of interest. Application materials may be obtained by calling (503) 945-6667. Submit all application materials to the Department of Human Resources, 4th Floor-Personnel Services, 500 Summer Street, NE, Salem, OR 97310-1005, c/o Pattie Acevedo. All application materials must be received at the above address prior to 5:00pm, May 28, 1996. The State Office for Service to Children and Families is an Affirmative Action and Equal Employment Opportunity Employer. Women, minorities and persons with disabilities are encouraged to apply.

## Systems Programmer

**City of Eugene—Information Services Division**  
\$3,093-\$3,912/mo.

The City of Eugene is seeking a Systems Programmer to work as a Network Applications Engineer. This position assists in the installation, maintenance and trouble shooting of client-server applications by providing complex, technical support in network hardware and system software. This position will support the City's client-server development teams.

Performs analysis and resolution of complex hardware, communications, network and operating systems issues while implementing and maintaining client-server applications; monitors client-server application performance using a variety of tools and implements solutions to improve reliability and increase performance; identifies and resolves client configuration conflicts between software applications (e.g., memory, drivers, dynamic link libraries, DOS, and 16-bit applications versus 32-bit applications).

Knowledge of local and wide area network topologies, Windows, Windows for Work Groups, NT, and NT Advanced Server is desirable. A minimum of four years' experience in systems programming, data communications, network maintenance and installation of client-server applications is required, as is a Bachelor's degree from an accredited college or university with major course work in computer science or the equivalent in knowledge, skills and experience. **Closing Date:** May 24, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (541) 687-5061. AA/EOE

## Management Opportunity

Oregon Arena Corporation is seeking an assertive, innovative individual with business experience to direct our parking operations. The Manager will oversee event, restaurant, and employee parking at the Rose Quarter including four parking garages and one surface lot for a total of approximately 2500 spaces. This individual will develop and implement the marketing strategy to maximize the use of these lots. Minimum qualifications include management and marketing experience, strong communication and analytical skills, and the ability to work in a fast-paced, growth oriented environment. Hours include nights and weekends. Excellent advancement opportunities with demonstrated abilities. Please send your resume and salary history to: Human Resources, c/o Oregon Arena Corporation, One Center Court, Suite 200, Portland, Oregon 97227. Equal Opportunity Employer.

## Administrative Aide II

**City of Eugene**  
\$1,652-\$2,029/mo.

Performs a variety of standard clerical and office tasks such as reception, preparation of forms and reports, typing, data entry, and posting duties to support office operations in the Transportation Division. Requires one year of general office experience; knowledge of modern office practices, procedures, and equipment; and the ability to communicate effectively with other employees and the public using tact, courtesy, and good judgment. **Closing date:** May 24, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (541) 687-5061. AA/EOE

## Inventory Forester

Portland timber management firm has opening for an Inventory Forester/SQL Database Administrator. Responsibilities will include: updating and maintaining property inventory databases; preparing appraisal information; support for management planning process; supporting other periodic reporting needs; and providing analytical and quantitative support for forest inventory. This person will also serve as administrator for SQL inventory and GIS database. Must have proven experience in computer system administration, be computer literate preferably with SQL use, know forest inventory terminology and processes, and be comfortable using databases. Masters degree in Forestry preferred. Ability to work independently with limited supervision. Competitive salary/benefits package. We are an equal opportunity employer, and offer competitive salary/benefits. If you are qualified and interested in working with a great group of people, and for a company that believes in employee development and training, send resume and cover letter to Vicky Reber, One SW Columbia, Suite 1720, Portland, OR 97258.

## City of West Linn Job Opportunity Assistant Planner

\$2235-\$2906/mo. Primary responsibility is receiving an analyzing land use applications, preparing written staff reports and making application recommendations in conformance with land use and development ordinances. Performs research and report writing related to Planning programs. Minimum qualifications are a Bachelor's degree in Urban Planning or closely related discipline and one year experience in urban planning. Must have good communication skills, both orally and in writing. As determined by the City, any equivalent combination of education, experience and training may be substituted for minimum qualifications. Must possess valid driver's license at time of appointment. **Successful candidate must pass pre-employment drug screen.** City of West Linn applications must be received at West Linn City Hall, 22825 Willamette Drive, West Linn, OR., by May 24, 1996, 4:30 PM. (503) 656-4518 (TDD) EEO

## Garlington Center Behavioral Healthcare

Human resources director needed w/exp in EEO/AA, union/labor relations, workers comp/safety, recruitment, employee relations/communications, compensation & performance eval systems, benefit admin, policy development & implementation & training. Min 3 yrs exp req in HR leadership role + BA in HR or related field. JD a +. Exp in mental health field Pref. Ref# & resume to: Garlington Center, 4950 NE MLKing Blvd, Portland, OR 97211 Attn: HR Fax: 331-5956. Committed to diversity. No phone calls pls.

## SOCIAL SERVICE

### Trackers

Adults who can work with athletic, male MRDD youth. Experience with delinquent/MRDD youth required. Responsibilities include providing transportation, supervision and recreational services to The Boys & Girls Aid Society clients in Portland metro area. Variable hours (night and weekend hours also available). Salary range \$6.00-\$8.00/hour. For application call (503) 222-9661, ext. 211. Equal Opportunity Employer. We value diversity.

## Assistant/Associate Planner

**City of Eugene**  
\$2,612-\$3,730/mo.

Performs a variety of professional planning duties related to current planning; provides information and assistance to developers and the public on planning related matters, including zoning ordinances, land divisions, and other land use applications. Requires a minimum of a Bachelor's degree and directly related experience, or equivalent. **Closing Date:** May 31, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl St. Room 101, Eugene, OR 97401. (541) 687-5061. AA/EOE

## Accounting Assistant

Non-profit Mental Health agency seeks Acctg Asst, duties include: contract management, track expenses and revenues, input data, create reports, utilize basic acctg principles. 3 yrs acctg experience, B.A. in acctg preferred, 2 yrs computer experience. Knowledge of basic acctg principles, spreadsheet (lotus preferred) and ACCPAC. Send Resume by 5/20/96 to: A. Bergman, 6329 N.E. MLK Jr. Blvd. Portland, OR 97211

## Administrative Assistant

Provide Administrative support to Director and staff for a child/family program in a mental health agency. Requires: three years administrative support and computer (Wordprocessing, data entry and spreadsheet) experience ability to work independently, ability to respond appropriately to client in crisis. Send Resume by 5/20/96 to: A. Bergman, 6329 N.E. MLK Jr. Blvd. Portland, OR 97211.

## Washington County

### Housing Inspector

\$2201 - \$2675/mo  
Apply by May 17, 1996

### Accounting Assistant II

\$1994 - \$2424  
Apply by May 17, 1996

### Survey Technician I

\$2180 - \$2639/mo  
Apply by May 17, 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

115 N. First Avenue, Suite 210  
Hillsboro, Oregon 97214

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

## Lead Support Child Aid

For residential program for African-American women and their children. Provide and oversee child care program. 2 yrs childcare experience and knowledge of alcohol and drug treatment required and classes in childcare preferred. Send Resume by 5/20/96 to: A. Bergman, 6329 N.E. MLK Jr. Blvd. Portland, OR 97211.

### \*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.

## PT-Teacher Aide

Working w/families at-risk. Resp. incl. set-up/clean-up of classroom, assisting teacher w/children's behavior in a toddler classroom & written observations. Req. H.S. Diploma/GED and 1 yr. related exper. Resume/App: VOA - Family Nursery, 537 SE Alder Attn: Lorraine Barton, Portland, OR 97214. Equal Opportunity Employer.

## Project Coordinator (4 Positions)

The Portland Development Commission is seeking four Project Coordinators to help administer a variety of development activities. Candidates may apply for one or more of these positions depending on their qualifications and experience. Positions will be filled in the following areas:

1. Central Eastside Development Coordinator: With initial emphasis on public improvement design with the Central Eastside Industrial Council; coordination of redevelopment planning with business and neighborhood organizations.
2. Down Development Coordinator: Emphasis on redevelopment projects and business including office, university and parking and public/private investments.
3. Multi-Family Housing Development and Finance: With emphasis on the development of complex and mixed-use project with multiple funding sources.
4. Neighborhood Commercial Revitalization: With emphasis on redevelopment planning, design review and assistance, and implementing commercial rehabilitations, infill projects and public infrastructure improvements.

Bachelor's degree and 5 years related work experience required. Experience with public redevelopment agency preferred.

**SALARY RANGE:** \$38,028 to \$57,093 depending on qualifications. Candidates are usually placed in the first or second quartile upon hiring.

Interested applicants should request more detailed job descriptions and application packets from PDC by calling its information line, 503/823-3463. Applications must be returned by 5:00 pm, June 3, 1996. Early applications will be evaluated immediately.

### Portland Development Commission

1120 SW 5th Avenue, S-1100  
Portland, Oregon 97204

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

## 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.

## MENTAL HEALTH

## Part-Time Counselor-II Child Development Specialist

Starting Salary: \$7.76 - \$8.50

Per Hour Plus Pro-Rated Benefits

**The Position:** CODA, Inc., seeks a qualified Counselor II Child Care worker for part-time (22 to 24 hours per week) work at our Alpha Family Treatment Center located at Southeast 182nd and Main. Position provides child care to infants and children of clients who are receiving out-patient drug and alcohol treatment. Duties include: Care for infants and children through organization of social, educational, and recreational activities; Provide parenting skills training; Provide individual and group parent/child interaction services; Provide other standard Counselor-II Childcare services as requested.

**Physical Demands:** Must be able to: Climb stairs; Lift infants and small children (up to 30 pounds) occasionally; perform CPR for 15 minutes continuously.

**Shift:** Typically Sunday through Thursday from 5:30 until 8:00 PM, plus an additional 2-hour supervisory session (14.5 hrs). At least 7.5 and as many as 9.5 additional hours per week will be requested.

**To Qualify:** Higher education in child care/child development or equivalent is preferred. A bachelor's degree in child/development is desired. Candidates must consent to and successfully complete a Criminal History Request. Applicant must be trained/trainable in 1st Aid and CPR, and physically capable of performing CPR for 15 minutes continuously. Bilingual candidates are strongly encouraged to apply. Persons currently serving a supervised parole or probation are ineligible for this position.

**To Apply:** obtain a standard CODA application form and detailed position announcements for each position sought. Screening questions responses are demanded for each position sought. CODA cannot accept resumes in lieu of application forms. 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

TREATMENT RECOVERY PREVENTION

CODA is an Equal Opportunity/Affirmative Action Employer

Advertise For Diversity

Advertise In The Portland Observer

Call: 503-288-0033