

CLASSIFIEDS

Management Multnomah County, (population 620,000)

Director, Department of Support Services. Salary range: \$68,108 to \$95,352. Reopened search. Reports directly to the CEO and Chair of the Board of County Commissioners and serves on the management team. Will lead and motivate approximately 165 assigned managerial, professional, technical and clerical staff with an approved 1996-97 budget of approximately \$45 million. Responsible for the strategic alignment of administrative functions to support continuing emphasis on organizational quality and excellence. Department Services include Finance, Employee Services, Labor Relations, Budget and Quality, Affirmative Action, Risk Management, Emergency Management, and Information Services. Qualifications include five years increasingly responsible managerial experience, preferably at the executive level; a Bachelor's degree, preferably with post-graduate work in public or business administration. For application packet, call (503) 378-3040, or visit our web site at <http://www.multnomah.lib.or.us>. Application deadline: Friday, June 28. Multnomah County actively recruits persons from various ethnic and cultural backgrounds to enhance service to its diverse communities.

City Engineer \$48,624-\$65,160

depending on qualifications with benefit package determined by contract. The City of Tigard, OR is recruiting for a City Engineer who, under the direction of the City Administrator, will serve as Director of the Engineering Department and perform highly complex technical work. Requires college level civil engineering education and extensive technical and administrative municipal engineering experience, valid drivers license and Oregon PE license or ability to obtain within six months of appointment. Transportation engineering experience desirable. Eligible register generated from this recruitment may be used to fill comparable or similar positions. To Apply: Submit letter of interest and resume by 5:00PM, Monday, July 15, 1996 to City of Tigard 13125 SW Hall Blvd, Tigard, OR 97223. Call Jobline (503)624-9471 for complete announcement. EEO/AA

Summerbridge Portland Director

Seeking a non-profit manager to direct an educational program, sponsored by Oregon Episcopal School and Catlin Gable School, for a diverse group of middle school students starting July 1. The ability to work with a variety of constituencies from corporate executives to an ethnically and economically diverse student and family population is essential. Major responsibilities include fund raising, supervising staff, public relations, board management and program development. Minimum Qualifications: Bachelor's degree; professional experience (3-5 yrs) preferable in an educational program or institution. Submit cover letter & resume by June 14 to: HR Manager, 8825 SW Barnes Rd, Portland, OH 97225

**Multnomah
Education Service
District**
JOB INFORMATION
HOTLINE
257-1510
257-1518 TDD
An Equal Opportunity
Employer & Drug Free Work
Place

Linfield College Director of Admissions

Linfield College invites nominations and applications for the position of Director of Admissions. Reporting to the Dean of Enrollment Services and Student Records, the director is responsible for planning, managing, implementing and evaluating student recruitment strategies leading to enrolling a new student class consistent with the goals of the College. The director coordinates the activities of six classified and four unclassified staff members as well as numerous student employees.

The director also collaborates with other departments as part of the enrollment services team. Linfield College attracts students from 20 states and 35 countries in a new student class. The College is located in McMinnville, Oregon (42 miles southwest of Portland) has 1,550 students majoring in 34 academic majors. For more information about the College, please access the Linfield College web server at <http://www.linfield.edu>.

Qualifications: master's degree with at least five years of progressively responsible managerial experience in admissions. Excellent written and oral communication skills and advanced human relation skills.

Salary is competitive and the benefits package is excellent. The position will be available August 1, 1996. Application screening will begin June 21, applications will be accepted until the position has been filled. Applicants should send a letter of interest, a detailed resume and the names, addresses and telephone numbers of three references to:

**Lisa Knodle-Bragiel
Admissions Office
Linfield College
900 South Baker**

McMinnville, OR 97128-6894
Any further questions may be directed to John Reed, Dean of Enrollment Services and Student Records or via e-mail to jreed@linfield.edu.

Linfield College is an equal opportunity, affirmative action institution and strongly encourages women and minorities to apply.

Linfield College seeks a lead coach for Men's and Women's Soccer

The successful candidate must be willing, if not already qualified, to develop the knowledge and skills to coach and develop the Women's Club Lacrosse Team and to advise the department on NCAA Division III compliance issues. Qualifications: B.A. or B.S. with Master's Degree preferred. Two years of coaching experience required, along with demonstrated involvement in college soccer. Knowledge of NCAA Division III compliance desirable.

Application Procedure: Send letter of application, official transcripts of all college and university work, and three letters of reference to Ad Rutschman, Director of Athletics, Linfield College, McMinnville, OR 97128. Screening will begin on June 20, 1996. AA/EEO



Multnomah County Is Hiring!

Call our job recording at 248-5035 (248-5170 TTY) weekly for current vacancies. We actively support a culturally diverse and multilingual workforce. Equal Opportunity Employer.

Part Time Transit Operator

Must be available for work as needed five out of our six operating days (Monday through Saturday). No previous bus driving or large vehicle experience necessary to apply. We train. Wage is \$10.89 per hour. Successful part-time operators are considered for full-time positions as full-time positions become available. Pick up a detailed vacancy announcement which lists requirements and an official application form at Salem Area Mass transit District, 3140 Del Webb Ave. N.E., Salem, OR 97303. Completed application form must be received by District by 5:00 p.m. on June 21, 1996. Equal Opportunity Employer.

Library Technical Assistant

Wanted for Linfield College, Portland Campus Library. Responsible for all aspects of circulation and serials, training and supervision of student workers. Bachelors degree and 2 years work experience required. Preferred: experience in library setting working with the public and with a variety of computers and software (particularly Innovative Interfaces); supervisory experience.

Call 503-434-2594 for a Linfield application. Closing date: June 24. Linfield application must be submitted for consideration. AA/EEO

Maintenance Position

Professional property management organization seeking experienced 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 June 21, 1996
**Portland Community
Reinvestment Initiatives, Inc.
Maxine Fitzpatrick
PO Box 11474
Portland, Oregon 97211**

Client Accountant

Portland based timber management firm is seeking a general ledger accountant. Requirements include a Bachelors Degree with a major in accounting or business (or equivalent work experience); one year experience in an accounting position; demonstrated computer skills using Lotus and good communication skills. Familiarity with Platinum software and the forest products industry is desirable. 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: Vicki Rober One SW Columbia, Suite 1720 Portland, OR 97258

Secretary

At least 5 years exp in admin sec position. Ability to manage confidential payroll/personnel matters. Excellent organizational, interpersonal, & communication skills. Must have excellent WPWIN skills, familiar Quattro Pro, modem transfers. Starting \$18,000 + bene. Send resumes to: Columbia River Girl Scout Council, P.O. Box 2427, Lake Oswego, OR 97035-0096 (503) 620-4567.

Equal Opportunity Employer, dedicated to diversity.

MEDICAL

Anesthesia Technician

The Portland, OR VA Medical Center has an immediate opening for an experienced F/T career anesthesia technician.

Competitive salary and benefits package. Please send a resume w/salary requirements by 5/5/96 to:

Dave Mastalski (199) Chief, Anesthesia Technician VA Medical Center P.O. Box 1034

Portland, OR 97207

The PVAMC is an equal opportunity employer.

Selectee may be subject to drug screening.

Tellers

Washington Mutual Bank is seeking self-motivated, sales oriented individuals for full and part-time Teller positions in the greater Portland Metropolitan area.

Anyone interested in a Teller position with Washington Mutual must participate in a Teller will help us obtain an objective measurement of your aptitude for a teller position. Previous teller experience is not a requirement.

Prospective candidates must complete a Teller Assessment Request Form. This form is available at all Washington Mutual Financial Centers; the Human Resources Department located at 851 S.W. Sixth Avenue, Suite #230 in Portland; or you may call (503) 231-8981 to have one mailed to you.

Applications for teller will only be accepted from candidates who have passed the teller assessment.

Call our Job Hotline at 1-800-952-0787 for a complete list of current openings. Equal Opportunity Employer

Recycling And Solid Waste Specialist

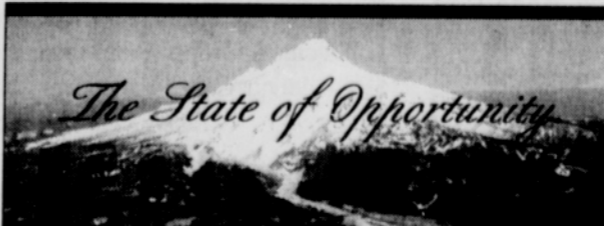
City of Eugene
\$2,406-\$3,028/mo.

Plans and coordinates established recycling and waste reduction programs, including management of community compost education sites, and promotes community recycling effort. Directly assists the Solid Waste and Recycling Analyst in the planning and implementation of new waste prevention efforts and regulation of waste and recycling collection. Requires three years' experience in recycling or related field and equivalent to a 2-year degree with major course work a related field. **CLOSING DATE:** June 21, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (541) 687-5061. AA/EEO

Needed: Wildland Firefighters.

If you would like to receive free training and become a certified firefighter call 281-9597.

Employment



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

OREGON DEPARTMENT OF TRANSPORTATION

Oregon Department of Transportation (ODOT), is known throughout the nation as a progressive government agency and as a leader in team development and performance measures. ODOT is responsible for the coordination of transportation programs between and among all governmental organizations within the state. We have immediate opportunities for the following positions:

Fiscal Coordinator 2

We have a challenging opportunity for a motivated and experienced individual for a position in Salem. Will participate and provide the link between the customer and Data & Systems Administration section; and develop system designs utilizing general knowledge of systems, accounting theory and customer needs. Must have strong communication and customer focus skills. Requires a Bachelor's degree with at least 24 quarter (16 semester) hours of Accounting AND three years of accounting experience; OR a CPA or PA certificate AND three years of accounting experience. Salary \$2,732 - \$3,643 monthly + benefits. Completed application materials must be received by June 14, 1996. (Announcement No. OODT6168) Call (503) 986-4030 (TTY 986-3854) to request application packet.

Contract Writer/Manager

We are seeking individuals for positions located in Salem and Portland. Will perform professional contracting and purchasing services; develop, solicit,

evaluate, award and administer bids, proposals, contracts and agreements; and conduct market and product research, analysis, and feasibility studies. Requires 2 years of grant/contract coordination experience with responsibility for obtaining and monitoring the use of grant funds and/or negotiating and administering public or private service contracts; AND a Bachelor's degree in Business Administration, or three additional years of the above experience. Salary \$2,372 - \$3,154 monthly plus benefits. Completed application materials must be received by June 24, 1996. (Announcement No. OODT6169) Call (503) 986-4030 (TTY 986-3854) to request application packet.

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847.

BOARD ON PUBLIC SAFETY STANDARDS AND TRAINING Program Representative 2 (Community Policing Representative)

Four years experience analyzing, advising and/or instructing the public concerning specific programs or processes, monitoring a program or performing participants' reviews. Two years of experience must have been monitoring, representing and reviewing programs. Salary range: \$2,606 to \$3,472 monthly. Please call (503) 378-2100 ext. 600 for an announcement and application.

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 our local Employment Department, or log onto our web site at <http://www.das.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

MENTAL HEALTH

Career Opportunities

For Chemical-Dependency Professionals...

The Corporation: CODA, Inc. a private non-profit corporation, has pioneered comprehensive addiction treatment services to a diverse and complex population throughout Northwest Oregon. Operating from one large outpatient site and three residential sites (which also provide child development and limited outpatient services), our services include intensive drug-free outpatient, methadone maintenance, short - and longterm residential, and detoxification. Our client population is extremely large and diverse. We are a leader in designing services for pregnant women, women with young children, and to families.

With our range of services, locations, and client profiles, CODA offers a challenging and multifaceted environment in which chemical dependency professionals can grow and advance. CODA further encouraged professional advancement with an energetic training program consisting of monthly in-service events, frequent special events, and cash and paid-time allowance for off-premises training.

Recent and continuing expansion has created and exceptional range of career opportunities. Dedicated chemical-dependency professionals are encouraged to apply. CODA is currently recruiting for the following positions:

Positions:

Supervising Counselor-V Outpatient Treatment Services (OTS).

Starting Salary: \$1,917-\$2,200 Per Month Plus Benefits
Duties: CODA, Inc., seeks an experienced senior chemical-dependency counselor for full-time duties in our Outpatient Treatment Services. Duties of this exempt position include: Provide a range of substance-abuse treatment services: diagnosis, evaluation, treatment planning, after-care and discharge planning; Provide individual, family, and group counseling services; Provide supervision for counseling staff including client-record compliance and quality-assurance activities; Effectively communicate and coordinate client services including contact with referral sources and community resources. Physical Demands: Must be able to climb stairs. **Shift:** Position works typically Monday through Thursday, 10:30 AM until 7:30 PM and Friday 9:00 AM until 6:00 PM. To Qualify: A Master's Degree in a relevant discipline is required as are three years experience in the social service field with a minimum of two years' direct alcohol and drug counseling experience. Knowledge, skills, and abilities demonstrating competence in chemical-dependency treatment, and in supervision of treatment staff are required. Candidates must possess or, within six months of hire, make application for Oregon Drug and Alcohol Counselor Certification. Individuals currently serving any 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



Looking for FUN Summer Employment...

The largest casino in Oregon is adding a shiny new upscale, casual restaurant. We are accepting applications for all restaurant positions. We offer an exciting, fast-paced environment, and attractive benefits package and a ton of fun. Send resumes to Spirit Mountain Casino, Attn: HR-Phase II, P.O. Box 39, Grand Ronde, OR 97347, Fax: (503) 879-3081 or call us at (800) 760-7977 ext. 3814, for information or an application.