

CLASSIFIEDS

Advised Fund Associate

The Oregon Community Foundation
Excellent opportunity for team-oriented, multi-faceted person. Responsible for coordinating and supporting Foundation's services for fund advisors; assisting Oregonians in achieving their charitable objectives through their funds administered by the Foundation. Specific responsibilities include information and advisor communication, advised fund grant management and fund development support. Must have excellent general office skills, including knowledge of Microsoft Office. Ability to work independently and under pressure. Experience and interest in community activities on charitable giving helpful. Salary high 20's. Located central downtown location. Please send resumes by August 2 to: Advised Fund Associate Search, The Oregon Community Foundation, 621 SW Morrison Ave., Suite 725, Portland, OR 97205. No calls please. Positions descriptions available at The Oregon Community Foundation.

Commercial Bank is seeking qualified applicants for the position of **Personal Banker New Accounts** in King City. ...Previous successful banking experience with new accounts responsibilities highly desired ...Exceptional interpersonal and customer service skills ...Excellent telephone etiquette Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301.

Come grow with the "SUPER COMMUNITY BANKING" companies of West Coast Bancorp and its Affiliates: Commercial Bank, Valley Commercial Bank, Bank of Newport, West Coast Trust, West Coast Data Services and Bank of Vancouver. Equal Employment Opportunity Employer M/F/V/D

Program Development Assistant (Database And Reporting Technician)

\$26,855-\$38,950
The Workforce and Target Industries Dept. of PDC is seeking applicants who have expertise in Access and the ability to set up database programs using Access. Working knowledge of Excel spreadsheet programs, Powerpoint and other graphics presentation softwares. Ability to perform research, organization, analysis and presentation of information, and develop written reports. Strong interpersonal, written and verbal communication skills, and attention to detail. Must be flexible and able to work in a fast paced team environment.

Bachelor's degree or equivalent work experience in computer database applications, presentation softwares and spreadsheets.

Interested applicants should pick up a more detailed job description and application packet at PDC. Applications must be returned by 5:00 pm, July 26, 1996. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

Portland Development Commission
1120 SW Fifth Avenue, Suite 1100
Portland, Oregon 97204

PDC values diversity in its workforce and is committed to EEO and Affirmative Action.

Multnomah Education Service District

Job Information Hotline
257-1510
257-1599 TDD

An Equal Opportunity Employer & Drug Free Work Place

Garlington Center Behavioral Healthcare

Director of Development wanted for progressive, managed care oriented, community based behavioral health care center. Responsible for developing and implementing a strategic fundraising and development plan which will result in long-term contributions and a diversified revenue base. Minimum of a bachelors degree in related field, knowledge of local, regional, national funding sources, grant writing experience in the non-profit sector, business knowledge, excellent verbal and writing skills, self-directed, but able to work on a team. Part-time to full-time with benefits and a salary commensurate with experience.

Outpatient Therapist experienced in brief treatment, group and family therapy and crisis stabilization. Minimum 2 years experience and masters degree required. LCSW preferred. Ref #AD-OP.

Hourly Clinician needed up to 19hrs. per week for outpatient counseling service. Experience with brief treatment for culturally diverse population of adults and families. Masters degree required. License required. Ref #PCS-OP.

Permanent and Temporary Crisis Clinicians needed to provide phone and walk-in triage, community outreach, assessment, on-call and hospitalization screening services to a diverse population of chronically mentally ill adults. Masters degree in a mental health related field required.

Financial Clerk needed for entry level position in busy finance department. Heavy data entry. 10 key by touch preferred. Ref #F-AP.

Senior Financial Clerk needed with experience in insurance billing preferred, data entry, 10 key by touch and Typing 45 words per minute required. Ref #F-FC.

Temporary Residential Adult Caregiver needed to assist mentally ill clients in activities of daily living and problem solving in a residential setting. Minimum 1 year prior experience preferred. Ref #AC-SAC.

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 4950 NE MLKing Blvd. Portland, OR 97211 Attn: HR Fax: 331-5956 EOE. Committed to diversity. No phone calls please. Contact our **JOB HOTLINE** at 727-5947 for additional job opportunities.

Administrative Aide II Eugene, Planning and Development Dept.

Full-time, 40 hrs/week, 8:00 am-5:00 pm
\$1,693-\$2,080/mo.

Performs a variety of clerical and office tasks such as reception primarily and preparation of forms and reports, and typing and data entry. Requires one year minimum of general office experience, including Word Perfect and Lotus experience. CLOSING DATE: Aug. 2, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene, OR 97401. (541) 687-5061. AA/EOE

Administration Aide II PART-TIME, HULT CENTER of Eugene

\$846.50-\$1,040/mo (based on 20-hour week)

This 20-hour week position (Mon, Thur, Friday noon-5pm; Sat, 11am-4pm) serves as primary customer service representative and receptionist for the Hult Center, assisting patrons and users, answering telephones, and supporting staff. Requires one year minimum of clerical office experience. CLOSING DATE: Aug. 2, 1996. Obtain application packet from Human Resources and Risk Services, 777 Pearl Street, Room 101, Eugene, OR 97401. (541) 687-5061 AA/EOE

EDUCATION

Social Services

Alcohol And Drug Teen Parent Assessment Specialist - Steps to Success: 50% position with benefits. Work with Teen parents in treatment perform individual comprehensive A&D assessments for Adult and Family Services clients. Refer to and monitor treatment progress. Experience working with women in treatment of diverse economic and ethnic backgrounds. Ability to do educational presentations for large groups, including using the SASSI. Requires experience working with various HMOs of Oregon Health Plan. Demonstrated ability to work collaboratively with staff from a variety of public and private agencies. CADC II with Associates Degree required; BA/BS preferred. Closing Date: 7/30/96. For application materials write or call MT. Hood Community College, Human Resources, 26000 SE Stark St., Gresham, OR, 97030. (503) 667-7645. TDD (503) 667-7202. (From 6/10 to 8/29 summer hours are 7:00 a.m. to 5:30 p.m. Monday through Thursday.) Equal Opportunity/Affirmative Action Employer

West Coast Data Services is seeking qualified applicants for the position of **Accounting Clerk** in Salem

...B.S. in accounting or equivalent experience (general ledger, fixed assets, reconciliations-correspondent bank accounts, certifications, wire transfers, documentation proc)

...PC skills
...Regulatory reporting
...Experience with intercompany transactions helpful

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Bank of Newport is seeking qualified applicants for the position of **Residential Loan Sales Rep** in Clackamas area.

...Previous outside calling
...Loan documentation experience

...Knowledge of lending processes & policies

...Loan file preparation & financial analysis skills desired ...
...Excellent interpersonal/team skills

Please call (503) 315-2836 for an application or apply at the affiliate nearest you and forward to Human Resources, 702 Church St NE, Salem OR 97301.

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Floor Supervisor

Growing company is seeking Shop Floor Super. for pkg dept. Must have two+ years of supervisory exp. in pkg or mfg & 2+ years of related college work or equiv. Please send RY History. Excellent benefits package. Please apply or send resume to 3580 NE Broadway, Portland, OR 97232. M-F Between 1-5pm. We are an equal opportunity employer

Postal Positions. Permanent fulltime for clerk/sorters. Full Benefits. For exam, application and salary info call (708) 906-2350 Ext. 3600 8am to 8pm.

EDUCATION

Social Services

Alcohol And Drug Assessment Specialist - Steps to Success. Perform individual comprehensive A&D assessments for Adult and Family Services clients. Refer to and monitor treatment progress. Experience working with women in treatment of diverse economic and ethnic backgrounds. Ability to do educational presentations for large groups, including using the SASSI. Requires experience working with various HMOs of Oregon Health Plan. Demonstrated ability to work collaboratively with staff from a variety of public and private agencies. CADC II with Associates Degree required; BA/BS preferred. Closing Date: 7/30/96. For application material write or call MT. Hood Community College, Human Resources, 26000 SE Stark St., Gresham, OR, 97030. (503) 667-7645. TDD (503) 667-7202. (From 6/10 to 8/29 summer hours are 7:00 a.m. to 5:30 p.m. Monday through Thursday.) Equal Opportunity/Affirmative Action Employer

Library Technical Assistant

wanted for Linfield College. Responsible for circulation, book stack and building management. Bachelor's degree and two years work experience required. Library experience preferred. Closing date: 7/19/96. Applications available at Dept. of Human Resources, Linfield College, 900 SE Baker, McMinnville, OR 97128. Linfield application must be submitted for consideration. AA/EOE

Police Chief

\$5,504-\$7,024/month

Recruitment #96-44

The City of Vancouver, Washington has an immediate opening for a police chief to plan, direct, manage and oversee the activities and operations of the Vancouver Police Department Management services, field operations and criminal investigations; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. Application materials are available at the Citizens Service Center, fourth floor, 1313 Main Street, Vancouver, WA 98660 or by calling (360) 696-8419. Completed applications, resume and supplemental questionnaire materials must be received on the 4th floor of the Citizens Service Center, Attn: HRRS by 5 p.m., Wednesday, July 31, 1996. Equal Opportunity Employer

Director

Full-time, Columbia Special Olympics; Non-profit sports organization for individuals w/ mental retardation serving Multnomah County & Columbia Gorge. Experience in program mgmt, budget, fund raising & volunteer recruitment; \$25,000-\$30,000 Annually + benefits; Send resume by 7/13/96 to: 3325 NW Yeon; Portland, OR 97210.

Brand New Sofa/ Only Had For 5 Months Cream w/Pillows ONLY \$150.00 Please Call 239-9680

Receptionist/ Secretary

The Oregon Community Foundation

Charitable foundation seeking receptionist/secretary for front office. Must have excellent telephone communication skills and demonstrated computer skills - Microsoft Office. Must work independently, and have ability to organize information. Experience/interest in charitable organizations helpful. General knowledge of office operations and ability to work in team-oriented environment. Hours are 9:00 - 5:00 p.m. in central downtown location. Salary high teens; excellent benefits. Send resume by August 2 to: Receptionist Search, The Oregon Community Foundation, 621 SW Morrison, Suite 725, Portland, OR 97205. No calls please. Position descriptions available at The Oregon Community Foundation.

Youth Program Assistant sought by HIV Education Programs at Cascade AIDS project

Provides logistical support, including transportation, confirming speaking engagements, and providing evaluation for 20 teen peer educators. Strong organizational skills; HIV education and training; experience working with youth; computer experience; and interpersonal skills needed. Part-time (20hrs./week). Call Jim at 223-5907, ext. 133 for more information. Apply by 5:00 PM, Tuesday August 6th, 1996. People of color are encouraged to apply.



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:

Transportation District Manager

We have a challenging opportunity for an experienced, motivated individual for a management position in Troutdale. Will lead and manage all maintenance and operations of state highways, bridges and related facilities within the District. Requires three years of management experience which included responsibility for: a) development of program rules and policies; b) long and short-range goals and plans; c) program evaluation; and d) budget preparation; OR three years of professional experience as a project leader, assigning and reviewing work of professional staff including project responsibility for developing goals and objectives, project evaluation, and monitoring and controlling or preparing a budget. Graduate level courses in management may substitute for one year of required experience. Preference may be given to those who are registered Professional Engineers. Salary \$3,365 - \$4,742 monthly + excellent benefits. Completed application materials must be received by July 31, 1996. Announcement No. OODT6205. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Transportation Engineer 2 (Assistant Project Manager)

We are seeking an experienced, motivated individual for a challenging position in Portland. Will assist in the development and design of transportation projects which include reviewing and scoping projects, preparing and monitoring project schedules and cost estimates, and coordinating work assignments. Requires a Bachelor's degree in Civil or Transportation-related Engineering and two years of professional level experience in the practice of transportation engineering; or five years of engineering experience. Preference may be given to those who have PE or PLS registration. Must have strong communication and project management skills. Salary \$2,724 - \$3,725 monthly + excellent benefits. Completed application materials must be received by July 24, 1996. Announcement No. OODT6194. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Planner 3 (Senior Transportation Planner)

We have an exciting opportunity for a motivated, experienced individual with strong communication skills and public involvement experience. Will function as the Chief Planner/Lead Worker of the Mode Plan Specialists by leading several of ODOT's Programs such as the Highway Plan, coordinate with the Community Based Solutions Program, and provide mode planning liaison with Corridor Planning Process. Requires a Bachelor's degree in Urban or Regional Planning, Public Administration, Social Science, Civil Engineering, Architecture or a related field; AND two full years of planning experience having responsibility for complex urban or regional plans or studies involving multiple issues and may have required coordinating the work of other planners; OR a Master's degree in Urban or Regional Planning or equivalent field; AND one full year of planning experience; OR five years of planning experience which involved collecting and analyzing data (including statistical analysis), identifying future trends, and preparing technical papers and reports with recommendations. Salary \$2,724 - \$3,725 monthly + benefits. Completed application materials must be received by July 29, 1996. Announcement No. OODT6203. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Authority Compliance Investigator (Motor Carrier Specialist 1)

We have a challenging opportunity for a motivated, experienced individual for a position in Bend (Central Oregon). Will investigate complaints from carriers, shippers, the public and public agencies regarding unlawful operations and practices of motor carriers; examine records and accounts to secure evidence of illegal activities; advise owners, operators and corporation officials on the interpretation and application of transportation laws, rules and regulations. Must have strong investigation and communication skills. Requires four years of applying and interpreting or auditing laws, rules, and regulations; OR four years of recent investigative experience (within the last five years). Salary \$2,262 - \$3,010 monthly + excellent benefits. Completed application materials must be received by August 2, 1996. Announcement No. OODT6209. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Engineering Specialist 3 (Senior Mapping/GIS Specialist)

We are seeking for an experienced, motivated individual for a position in Salem. Will be the lead worker responsible for building and updating Computer

Generated base maps and Geographic Information System (GIS) products of the Oregon Transportation System; and create custom mapping products to support ODOT functions. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school of engineering AND four years (48 months) of experience directly related to engineering; OR five and one-half years (60 months) of sub-professional engineering experience. A Bachelor's degree in Engineering, Architecture, Geology, Mathematics or Physics; OR an additional 18-months of related engineering experience may substitute for the Associate's degree in Engineering Technology. Must have strong CADD/GIS skills. Salary \$1,935 - \$2,642 monthly + excellent benefits. Completed application materials must be received by August 2, 1996. Announcement No. OODT6206. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

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

REAL ESTATE AGENCY

Investigative Auditor (Program Representative 2)

Responsible for real estate/escrow compliance and fiscal audits; investigating complaints; case preparation; testifying; explaining laws to public and licensees; and numerous other duties. Extensive travel. To qualify you'll need four years professional-level experience monitoring, representing and reviewing programs. Preference may be given for real estate, escrow, property management, law, auditing, investigation or related experience. Position located in Salem. Salary range \$2,553 to \$3,471. Closing date July 22, 1996. To apply, obtain job announcement #LE960508 with "This is the Test" questions and application from your local Employment Dept. office. Mail the completed application and test questions to Real Estate Agency.

EMPLOYMENT DEPARTMENT

Principal Executive/Manager F (Chief Information Officer)

TO QUALIFY: You must have four years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies; b) development of long and short-range goals and plans; c) program evaluation; and d) budget preparation. Graduate level courses in management may be substituted for one year of the required experience. Preference in hiring will be given to individuals with experience in large data processing/information services environments. Announcement No. LE960548. Salary range: \$3,718 to \$5,232 Monthly - plus 15% differential increase. Applications must be returned to Employment Department in Salem by 5:00pm, August 12, 1996.

Principal Executive/Manager F (Hearings Manager)

This is an Executive Service position. TO QUALIFY: You must have four years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies; b) development of long and short-range goals and plans; c) program evaluation; d) budget preparation; and e) making presentations before boards, commissions and state, local or federal governing bodies. Graduate level courses in management may be substituted for one year of the required experience. Preference in hiring may be given to candidates who have experience or training in contested case hearings or candidates with a law degree. Announcement No. E5471008. Salary range: \$3,718 to \$5,232 per month. Applications must be returned to Employment Department in Salem by 5:00pm, August 9, 1996.

Principal Contributor 2 (Legislative/Policy Coordinator)

This is a Management Service position. TO QUALIFY: Two years of experience must be equivalent to a Principal Contributor 1 and show responsibility for 1) analyzing complex statewide systems; 2) identifying problems; 3) generating alternatives; 4) building consensus; and 5) implementing solutions and a Bachelor's degree in a field related to management, such as Business or Public Administration. Three additional years of experience may substitute for the degree; OR one year of experience must be equivalent to a Principal Contributor 1 and show responsibility for 1) analyzing complex statewide systems; 2) identifying problems; 3) generating alternatives; 4) building consensus; and 5) implementing solutions and an advanced degree in a field related to management, such as Business or Public Administration. Announcement No. LE960547. Salary range: \$3,054 to \$4,301 per month. Applications must be returned to Employment Department in Salem by 5:00pm, July 29, 1996.

Recruiting announcements and required state applications are available at all Oregon Employment Department Field Offices on the State Jobs Display. If you need additional information for the above Employment Department positions, please call (503) 378-3253.

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.

