

CLASSIFIEDS

MENTAL HEALTH

**Counselor-III
Outpatient
Treatment Services**

**Starting Salary \$1,494-\$1,640
Per Month Plus Benefits**

The Position: CODA, Inc., seeks an experienced mid-level counselor for our Outpatient Treatment Services located at Northeast 20th and Everett. This full-time exempt position, reporting to the Multi-Service Site Clinical Coordinator, is responsible to: Provide individual and group counseling; Provide resource information and referral to patients; Maintain clinical records including all progress-in-treatment notes, group notes, and treatment plan development; Provide written correspondence and reports to courts, parole/probation officers, CSD, and other adjunct community agencies; Participate in group and individual supervision; Participate in group and individual supervision; Participate in committees or work groups as assigned. Physical Demands: Must be able to negotiate a staircase, and to perform CPR for 15 minutes continuously. Shift: Position works an unconventional shift: Monday from 9:30 AM until 7:30 PM; Tuesday and Wednesday from 7:30 AM until 5:30 PM; Friday from 8:30 AM until 6:30 PM; Saturday from 7:30 until 11:30 AM (40 hours per week). To Qualify: A Bachelor's Degree in a human services discipline And two years' mental health/addictions experience are required. The requirement for a bachelor's degree may be waived if applicant has current CADC certification and substantial relevant experience in chemical-dependency counseling. Knowledge of an/ or clinical experience with individual and group counseling techniques, patient evaluation, and methadone treatment for chemical dependency is very strongly preferred. Spanish-language fluency is desired but not a requisite. Individuals currently serving any federal, state or county probation or parole are ineligible for this position. Candidates must be trained/trainable in 1st Aid and CPR, and capable of performing CPR for fifteen minutes continuously. Candidates not currently holding CADC certification or other recognized licensure must make application for certification within six months of date of hire and must receive state certification within 36 months. 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 required for each position sought. CODA cannot accept resumes in lieu of application forms. APPLICATION MATERIAL ARE AVAILABLE AT AND MUST BE RETURNED TO: CODA, Inc., 210 NE 20th Ave., Portland, OR 97232; Tele (503) 236-2290 Ext 254 CODA is an Equal Opportunity/Affirmative Action Employer.

**Washington County
Assistant Veterans Service
Officer**

\$13.70-\$16.65/hr
Apply by August 9, 1996
Inspector II/Structural
\$3194-\$3881
Open Continuous
Inspector II/Electrical
\$3194-\$3881
Open Continuous
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.

**Watershed
Coordinator**

The Johnson Creek Watershed Council is seeking a full-time coordinator to guide Council activities, assist with organizational development and promote citizen involvement in local watershed activities and issues. Responsibilities will include developing community education programs, coordinating volunteer projects, managing an office, fundraising, and building community networks. 3-5 years effective experience with non-profit organizations, environmental education or advocacy groups required. Minimum of BA/BS in urban, natural or environmental sciences or a related natural resource management field is highly desired; MA/MS preferred. Knowledge of land use and watershed concepts and issues desirable. Position funded for one year; successful fundraising will determine ongoing employment. Salary range is negotiable between \$31,000-\$37,000 depending on experience and qualifications.

Application package and detailed position description available 9:00 am - 2:00 pm Monday - Friday at the East Multnomah Soil and Water Conservation District, 2115 SE Morrison, 2nd Floor, Suite 400, Portland, OR 97214. For more information, call (503) 797-1842. Applications close Monday, August 5 at 9:00 am. EMSWCD is an Equal Opportunity Employer, providing services to the public without regard to race, color, national origin, religious preference, sex, age or disability.

Maintenance

**Preventive
Maintenance
Supervisor**

Oregon State University
Preventive Maintenance Supervisor, OSU Facilities Services. Major duties include supervising maintenance activities involving mechanical systems, plumbing, steam fitting, refrigeration, and preventive maintenance on the OSU campus. Supervises 17 employees, including a plumber, steam fitter, trades maintenance workers, refrigeration mechanics, and 2 trades maintenance coordinators. Must have journey-level worker experience in the areas of mechanical trades, refrigeration, or a related maintenance area. Prefer at least one year of experience in supervision of maintenance staff (technical or professional level), work in a physical plan operation, preferably in a university setting. Must have maintenance experience, and knowledge of maintenance priorities. Must have demonstrated significant leadership experience and ability. Proficiency in the use of a personal computer and relevant software applications is also required. Position is a 12-month, fixed-term, unclassified appointment, renewable. Submit letter, application, and references to Meg Swan, 100 Adams Hall, Corvallis, OR, 97331-2001, (541) 737-7674. All application materials must be received by the closing date of August 2, 1996.

OSU is an EEO/AA employer and is responsive to dual-career needs.

**Programmer Analyst
Closing Date Extended**

The Legislative Administration Committee is now accepting applications for one Programmer Analyst position to design, develop, implement, maintain and document computer programs. Salary is \$2,278-\$3,054 per month. For application information contact Employee Services, Room 140 State Capital, (503) 986-1373 TDD: (503) 986-1374 Fax (503) 986-1684. Application materials must be received by 5:00 p.m., August 16, 1996.

**Watershed Council
Coordinator**

The Columbia Slough Watershed Council seeks a part-time coordinator (80-100 hrs/mo) to implement the Council's action plan. The Council promotes activities to protect, enhance, restore and revitalize the Slough and its watershed. To qualify, the successful applicant must have extensive experience in natural resources, community organizing or program development. Undergraduate degree is desired. Requires excellent communication and organizational skills, computer competency in word processing and spreadsheets. Must have demonstrated ability to coordinate projects and budgets, work with businesses, government agencies, environmental groups and citizens. Knowledge of the Columbia Slough a plus. Position funded thru June 1998. Hourly rate \$16.00-\$18.00 negotiable depending on experience and qualifications.

Application package and detailed position description available 9:00 am - 2:00 pm Monday - Friday at the East Multnomah Soil and Water Conservation District, 2115 SE Morrison, 2nd Floor, Suite 201, Portland, OR 97214. For more information, call (503) 797-1842. Applications close noon. Wednesday August 7. EMSWCD is an Equal Opportunity Employer, providing services to the public without regard to race, color, national origin, religious preference, sex, age or disability.

Fire Marshal

Eugene, Oregon, is seeking a Fire Marshal to direct all operations and administration of the Fire Prevention Section in our progressive, innovative public safety agency located in beautiful western Oregon between the Pacific Ocean and the Cascade Mountains. The position requires a relevant bachelor's degree and four years' responsible experience in investigation, inspection, code enforcement, fire protection engineering, and fire safety education and one year of experience at an administrative or supervisory level or any combination of course work, experience, and training which provides the required knowledge, skills, and abilities. Salary range: \$3,842-4,791/month. Our goal is to have a workforce that reflects the diversity found in our community so we enhance our ability to understand and respond to a variety of service needs. Women and people of color are encouraged to consider this career opportunity. To obtain an application packet, contact Human Resource and Risk Services, (541) 687-5061, 777 Pearl Street, Room 101, Eugene OR 97401. Closing date: 8/30/96. AA/EOE

PUBLIC SAFETY COMMUNICATIONS SUPERVISOR
\$17.65 - \$21.37/HR. CITY AND BOROUGH OF JUNEAU, ALASKA. Will coordinate and oversee the operation of the communications center. Supv. 12 employees. Three years as an emergency services dispatcher and application (907) 586-5250. EOE.

**Loaned Executive
Advertising**

Eugene And Portland
Exciting opportunity the right person... Loaned Executive for the State of Oregon Charitable Fund Drive working in Portland. Successful candidate will be enthusiastic, organized, professional, and flexible. Public speaking and fundraising experience helpful. Temporary (Sept - Dec?) Full-time @ \$8.00 an hour, paid weekly. Send Resume to P.O. Box 242, Corvallis, OR 97339 by August 12, 1996. EOE

**Administrative Aide I
City of Eugene-Library
Services**

\$745-\$918/mo., based on 20-hour week

Part-time position performing a variety of entry-level routine tasks as the City of Eugene Library. Sort and delivers mail and packages, handles and sorts donated library materials, sets up furniture and equipment for programs, runs errands, and performs general office tasks. Six months of general office experience is desirable and high school equivalency. One year of general office experience is preferred. Obtain application and supplemental questionnaire from City of Eugene, Human Resources and Risk Services, 777 Pearl Street, Eugene OR 97401. (541) 687-5061. AA/EOE

**Secretary/Office
Manager**

Our service organization is seeking a highly skilled and personable individual to organize and handle phone communications, reports and letters, supply inventory, visitors and, most importantly, our staff. We run a high volume business that involves a great deal of contact with the public and with government organizations. Our office is located in downtown Portland. If you are computer literate, detail oriented, can type at least 60 words per minute, and can prioritize a wide variety of tasks, please submit a resume and cover letter to:

**Human Resources
31224 E. Historic Columbia
River Hwy.
Troutdale, OR 97060
Responses Must Be Received
No Later Than Friday, August 9, 1996**

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

Warehouse

Shipping position open for growing MFG. Company. Ideal candidates will have one year WHSE/Shipping/Material handling exp. Previous Forklift exp. Pref. \$6.50/hr. To Start. Benefits and review after three months. Apply Direct M-F, 1 to 5 PM or send resume to 3580 NE Boardway, Portland, OR 97232. We are an Equal Opportunity Employer.

**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.

Major Telephone Co.
Now hiring Technicians, Installers, Acct/Serv Reprs, Operators. No experience necessary. To apply, call 1-219-755-0033, ext. F22 6am to 6pm, 7 days.

**Grants &
Sponsorship
Coordinator**

FT position Grants & Sponsorship Coord, requires composing grant requests for Fdns and Govt. Inst., managing grant proposal timelines and annual reporting to funding sources; develops production sponsorship proposals and implements corporate benefits. BA required, non-profit exp., Microsoft Word and Fdn data base mgmt preferred. Resume to Kathy Park, Dir. of Dev, Portland Opera, 1515 SW Morrison, Portland, OR 97205. Deadline Friday, 8/2/96.

Manufacturing

Local MFG. company seeking QA inspector to inspect pkg. lines. Six months exp. QA/QC required. Hrs. **Thurs-Sat 6:45pm to 7:00am**, \$6.90/hr. Benefits after 90 days. Qualified applicants please apply or send resume to 3580 NE Broadway Portland, OR, 97232, M-F between 1 & 5 pm. We are an equal opportunity employer.

Social Service

Shelter Care Counselor. Half-time position to evaluate, support, recruit shelter homes; some on-call evening & weekend work. Degree & experience preferred. Personal vehicle & current Oregon driver's license required. Salary based on education & experience. Pick up application at The Boys & Girls Aid Society, 018 SW Boundary Ct., or call 503-222-9661, ext. 240. Deadline to receive applications August 9, 1996. Equal Opportunity employer.

Office Manager for non-profit community services organization. Self-starter with great organizational skills in setting up systems and making an office run smoothly; excellent interpersonal skills; superior secretarial skills; computer literate. Knowledge of human resources and/or Novell helpful. Salary \$25,500; liberal vacation and exc. health benefits. Resume and letter of interest to AMA, PO Box 11243, Portland, OR 97211 by Aug. 15, 1996.

Police Officer

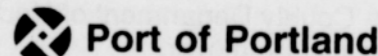
The Port of Portland is recruiting Police Officer candidates for Portland International Airport. The successful candidates will:

- Be responsible for the protection of life and property at Portland International Airport (PDX).
 - Ensure public convenience and well-being while traveling through airport facilities.
 - Respond to needs of airport tenants in a prompt and professional manner.
- Beginning annual salary: \$29,320
- Requirements
- Must be a citizen of the United States of America.
 - Must be 21 years of age.
 - Must possess high school diploma or GED.
 - Must possess or be able to obtain by hire date a valid Oregon or Washington State driver's license.

Applicants must complete a Port of Portland employment application to be eligible for the test which will be administered on August 24, 1996 at Portland State University. A study guide may be purchased for \$5.00 at the time a completed application is submitted. There will be an additional \$5.00 fee, payable at the test site, for those taking the test.

Applicants who may experience a hardship by paying fees for the Study Guide and/or test may request an exemption.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area, and physically disabled applicants may request application materials by calling (503) 731-7400. Pre-employment drug screening is required. Applications received after Friday, August 9, 1996, may not be considered.



We are an Equal Opportunity Employer

MENTAL HEALTH

**Residential Relief
Staff**

\$7.15 per Hour

The Position: CODA seeks relief staff to provide facility and resident supervision on an irregularly-scheduled on-call basis (very often evenings or week-ends). Positions are available at all three of our residential drug-treatment facilities (Gresham, Lents District, and Tigard). Some positions require childcare skills and experience. To qualify: Drug and alcohol treatment education and/or experience is required. Candidates must consent to a criminal-background check. Individuals serving any probation or parole are ineligible. To Apply, submit standard CODA application form (including screening question responses). To the address below. Application materials are available at and must be returned to: CODA, Inc., 210 NE 20th Ave. Portland 97232. To request application materials, call 236-2290 Ext. 254 and inquire about CBR00 or City). CODA is an equal opportunity/affirmative action employer.

Clerks/Sorters

Postal Positions. Permanent fulltime for clerk/sorters. Full Benefits. For exam, application and salary info call: (708) 906-2350 Ext. 4552 8am to 8pm.

**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.

Office Manager for radio stations KINK-KOTK. Job requires word processing, secretarial, administrative, organizational and managerial skills. Experience required; radio experience strongly preferred. Send resumes to Steve Keeney, General Manager, KINK-KOTK Radio, 1501 SW Jefferson, Portland, OR 97201. Closing date: August 16, 1996. An equal opportunity employer.