

CLASSIFIEDS

Administrative Aide II

City of Eugene
3 Part-time Positions
Amazon, Sheldon, and
Westmoreland Community
Centers

Part-time positions performing clerical work of moderate difficulty and variety at one of three Community Centers. Greets and assists the public and customers in person and by phone, registers customers for classes and events using a computer-based registration system; performs cash transactions; handles rentals at a Community Center; prepares reports, correspondence; maintains records; operates standard office equipment. Requires one year of general office experience and high school equivalency. **Closing Date:** August 30, 1996. Obtain application and supplemental questionnaire from City of Eugene Human Resource and Risk Services, 777 Pearl Street, Eugene OR 97401. (541) 687-5061. AA/EOE

Recreation Facility Office Coordinator

City of Eugene
2 Part-Time Positions
Hilyard Community Center,
and Echo Hollow Pool and
Fitness Center

Part-time positions performing and coordinating a variety of clerical duties to support the day-to-day activities at either the Hilyard Community Center or Echo Hollow Pool Fitness Center. Requires a thorough understanding of clerical processes and appropriate program and facility procedures and policies that are distinct to each facility. Performs and/or oversees a variety of facility activities such as assisting customers and patrons with requests for information, program registration, facility rentals, and tracking and preparation of financial and activity statistics. Requires two years of general office experience and high school equivalency. **Closing Date:** August 30, 1996. Obtain application materials and supplemental questionnaire from City of Eugene Human Resource and Risk Services, 777 Pearl Street, Eugene OR 97401. (541) 687-5061. AA/EOE

Accounting Clerk II

City of Eugene
\$1,934-\$2,369/mo.

Performs a variety of intermediate-level bookkeeping tasks according to established bookkeeping and accounting principles and procedures such as reconciling daily cash, maintaining subsidiary ledgers, processing department purchases for payment, preparing division payroll, and related tasks. Requires two years' experience in bookkeeping, preferably in municipal government. One year of college or vocational courses in bookkeeping and business preferred. **Closing Date:** August 30, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (541) 687-5061. AA/EOE

Committed, responsible TEENS wanted for 1996-97 season of a peer education program using theater and role-play to educate teens about sexuality and health issues. Get leadership and performance experience, health education, and a great job reference. Requires a large time commitment for training in late August and September, as well as activities during school hours throughout the year. Stipend provided. Call Planned Parenthood of the Columbia/Willamette at 775-3918 for more information and application packets.

Internet Center Coordinator

City of Eugene—Library
Services
Temporary Position—
September 1996-June 30,
1997

\$11.30-\$14.95/hr.

Part-time position to coordinate the operation of the Public Access Internet Center at the City of Eugene Public Library. Publicizes the Center to the community and promotes Internet use at the Library; recruits, trains, schedules, and supervises volunteers of varying ages and skill levels; interprets and enforces policies regarding operation and user conduct. Requires professional knowledge and skills, usually acquired with a college degree, preferably with course work or formal training in Internet software. **Closing Date:** August 30, 1996. Obtain application and supplemental questionnaire from City of Eugene Human Resource and Risk Services, 777 Pearl Street, Eugene OR 97401. (541) 687-5061. AA/EOE

Bus Operator

Lane Transit District is now accepting applications for Part-Time Bus Operators. Part-Time Bus Operators are required to safely operate any assigned transit coach or other assigned vehicle on a designated route while maintaining and accurate time schedule and providing excellent customer service. Qualified applicants must have or be able to obtain a valid Oregon Commercial Driver's License, including passenger and air braked endorsements, and a valid D.O.T. medical card. Compensation is \$4.75 per hour during training and \$10.78 to \$14.38 per hour following the successful completion of training.

Apply by submitting a completed Lane Transit District employment application by 5:00 p.m. on Monday, August 19, 1996, to: Lane Transit District, 3500 East 17th Ave., P.O. Box 7070, Eugene, Oregon 97401-0470. Phone (541) 741-6100.

Lane Transit District is an affirmative action/equal employment opportunity employer.

Now Hiring

for the 1997 Legislative
Session
Data Technician B
&

User Support Specialist
Work in the Information Systems unit of the Legislative Administration Committee as a session employee. The Data Technician B provides day-to-day support of the data communications network and has a monthly salary of \$1,790. The User Support Specialist provides technical assistance, operational instructions and diagnostic help to system users; salary is \$1,506. For application information contact Employee Services, Room 140 State Capitol (503) 986-1373 TTY: (503) 986-1374 Fax: (503) 986-1684. Deadline for application is September 30, 1996.

Head Start/ECEAP Economic Opportunity Committee Of Clark County, Inc.

Nutrition Services Aide - Three positions available. \$6.15/hr. Positions range from 16 to 30 hrs. Per week; Sept. - June. Prepare & serve meals to preschool children. HS diploma or equivalent; six months experience in food service desired, food handler's permit; auto and insurance. Application deadline is Thursday, August 22, 1996 at 4:00 p.m. EEOC/AA

CFO/VP Finance & Administration

Volunteers of America of Oregon is dedicated to creating partnerships w/ volunteers, donors, and the community to minister to personal and family needs, and provide the tools for people to help themselves. The successful candidate should have a proven track record as CFO of a non-profit, social services agency. Reporting to the President/CEO, s/he will assume complete resp. for overall planning and implementation of financial operations. The ideal candidate will be a CPA and/or MBA with a min. of 3 yrs of expr. as senior financial officer. Must be computer literate, strongly skilled in budgeting, forecasting, risk mgmt, human resources and administration, system process focus, and have excellent analytical, supervisory, communication and interpersonal/team skills. Experience working in a multicultural setting preferred.

Excellent compensation commensurate w/ experience. Submit/fax 239-6233, resume, letter of interest and salary history/requirements, to: "CFO Position," CEO/President, VOA-537 SE Alder St., P.O. Box 97214, Equal Opportunity Employer.

Academic Teacher

Full-time and substitute part-time Academic Teacher are needed to provide teaching in subject areas such as mathematics, reading, world of work, occupational exploration, etc. in an academic/vocational training setting. Must possess a Bachelor's degree and valid State of Oregon Teaching Certification. One year secondary instructional experience preferred. If interested and qualified, submit a cover letter of interest and resume to:

Human Resources
31224 E. Historic Columbia
River Hwy.

Troutdale, Or 97060

RESPONSES MUST BE RECEIVED NO LATER THAN FRIDAY, AUG. 23, 1996

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

Respite Care Manager needed for SAC House, a 5 bed respite care house. Duties include administrative and clinical supervision of house staff, admissions screening, implementation of therapeutic client care activities and general client care and ensuring house meets all County and State operating requirements. QMHP required. Two year related clinical and administrative experience preferred. (Temporary position) REF #SAC.

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.

Produce Salesperson

Wanted for North Portland market. Friendly, helpful, service-oriented staff needed for fresh food market. Sales experience a big plus, produce experience desirable. Excellent people skills a must. Full-time and part-time positions available. Send resume and/or letter of interest to: P.O. Box 12345, Portland 97212, Attn: Produce.

Residential Living Supervisor

Supervisor needed in residential vocational training setting. Responsibilities include full range dormitory management for young adults. Requires a bachelor's degree in behavioral sciences or associated field and three years related experience, one of which should be in a supervisory capacity. If interested and qualified, submit a cover letter of interest and resume to:

Human Resources

31224 E. Historic Columbia
River Hwy.

Troutdale, Or 97060

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V
RESPONSES MUST BE RECEIVED NO LATER THAN FRIDAY, AUG. 23, 1996**

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

Washington County

Engineering Assistant

\$2966-\$3605/mo
Apply by August 30, 1996

Housing Inspector

\$2260-\$2747/mo
Apply by August 23, 1996

Sr. Facilities Maintenance
Technician

\$2823-\$3430/mo
Apply by August 23, 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.

Now Hiring

Facility Services Manager
&
Operations And Maintenance
Manager

Work in the State Capitol as a manager in the Facility Services unit of the Legislative Administration Committee. The Facility Services Manager starts at \$3,536 and oversees the entire Facility Services unit. The operations and Maintenance Manager manages the maintenance and custodial staff within Facility Services and starts at \$3,054. For application information contact Employee Services, Room 140 State Capitol (503) 986-1373 TTY (503) 986-1374 Fax: (503) 986-1684. Deadline for application is August 30, 1996.

Flaggers

Hiring immediately in Western Oregon. Will train. Start \$6.75/hr. Need own transportation. Call between 10am-1pm at 682-3074 or 1-800-473-1649. K & D Service of Oregon.

Financial (Mortgage) Mortgage Loan Processors & Closers

Washington Mutual Bank is recruiting candidates proficient in processing and/or closing conventional and construction loans for our busy Lake Oswego Home Loan Center. Experience in title and escrow closing procedures preferred. Position require self-motivated individuals with strong math aptitude, attention to detail and excellent interpersonal skills. A minimum of 1 year recent related experience necessary.

We offer a professional work environment and an excellent compensation package, including a monthly base salary + incentive, and a generous flexible benefits program.

Resumes Are Not Accepted. Applications are available at all Washington Mutual Financial Centers or you may call 1-800-952-0787 to have one mailed to you. Completed applications must be forwarded to:

Washington Mutual Bank

Attn: Position #9600995

1191 Second Avenue

Mailstop - SAS0108

Seattle, WA 98111

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

Equal Opportunity Employer

Head Start/ECEAP Economic Opportunity Committee Of Clark county, Inc.

Substitute Bus

Driver

On-call position, 0 to 32 hrs/wk, Oct-June. Requires dependable automobile, insurance, valid WA driver's license with safe driving record and a DBL, class "C" with passenger endorsement. Able to pass pre-employment health exam indicating ability to carry out the needs of the position and a drug screen. In absence of qualified applicants, candidates otherwise qualified for consideration may be offered unpaid training and use of appropriate class vehicle for testing to acquire necessary licensing. Starting Wage: \$7.46/hr.

All applicants must submit cover letter, resume, 3 letters of recommendation, and an EOC application. Obtain application pkg. 9-4 pm, Mon.-Fri., EOC Office, 10621 NE Coxley Dr., #207, Vancouver, WA. 986-9912. Deadline: 8/30/96, 4 pm. EOC/AA

Code Compliance Specialist


Code Compliance Specialist - City of Milwaukie Salary Range: \$1,911 to \$2,438 per month, DOQ, with excellent benefits. Looking for excellent, dependable performance, responsible customer service, and team work. Minimum requirements include a high school diploma or GED equivalent. Three (3) years experience related to inspection, code enforcement, building inspection, land use, public administration or related field. Some knowledge of code enforcement principles. Working knowledge of applicable laws, etc. and inspection techniques. Ability to present verbal and written information to the general public and in the court room. Skill to use persuasion in seeking voluntary compliance. Application materials include a City job application, certification form, and to supplemental questionnaire. All application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222, no later than 4:00 PM, Monday, September 9, 1996. For more information: (503) 786-7507 or TDD # (503) 786-7555 or Fax # (503) 652-4433. Prior to hiring, require satisfactory completion of drug test. All qualified applicants encouraged to apply. EEO

Community Development Specialist

The American Red Cross is seeking an individual with experience in program planning and community development to support expansion of transportation services in Washington County. Responsibilities include strategic plan development, building collaborative relationships with community groups and volunteer recruitment. Requires excellent interpersonal, public speaking and written communications skills and experience working with volunteers. Full-time, temporary position through June 30, 1997. Competitive benefits. Hiring range \$10.89 - 13.23/hour. Closes August 23, 1996. Application required. Apply at:

American Red Cross
Oregon Trail Chapter
3131 N. Vancouver Avenue
Portland, OR 97227
Drug Test Administered
Equal Opportunity Employer

Advertise In
The Portland Observer
Call (503) 288-0033



for a challenging position located in Salem. Will provide leadership of the Purchasing and Contract Services Section which involves managing, directing, analyzing and reviewing the agency's procurement program functions in support of ODOT's mission. Examples of types of contracts include trade services, public improvement, commodity purchasing (fleet equipment), and maintenance and service. Requires six years of experience in supervision, staff/technical, or professional-level work. At least two years of experience must have included: a) development of program rules and policies; b) development of long and short-range goals and plans; c) program evaluation; and d) budget preparation. A Bachelor's degree in a field related to management may be substituted for up to three years of the required experience, but will not substitute for the two years of specialized experience. Preference may be given to candidates who are Certified Public Purchasing Buyers or Officers (CPPB or CPO). Salary \$3,054-\$4,301 monthly + benefits. Completed application materials must be received by September 6, 1996. Announcement No. OODT8250. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Facilities Services and Support Supervisor
We are seeking a strong leader for position located in Salem. Will manage and direct the Facilities Services and Support Section functions which include: statewide leasing program, space planning, facilities strategic plan development, moving services, directing facilities maintenance operations, overseeing all area maintenance projects, the support functions, and special programs. Requires five years of experience in supervision, staff/technical or professional-level work. This experience must have included at least one year of supervision and management of a program, section or unit which included one or more of the following areas: a) development of program rules and policies; b) development of short- and long-range goals and plans; c) program evaluation; or d) budget preparation. Salary \$2,773 - \$3,904 monthly + benefits. Completed application materials must be received by August 29, 1996. Announcement No. OODT8245. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

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

OREGON STATE HOSPITAL L.P.T.A.
Unique full-time LPTA position available at Oregon State Hospital in Salem, OR. Opportunity to assist P.T. Manager in setting up non-traditional, innovative treatment programs. Orthopedic and geriatric experience helpful. Excellent benefit package. Please contact Beverly Abraham, Director of Physical Therapy, Oregon State Hospital, 2600 Center Street, NE, Salem, OR 97310, Phone (503) 945-2908, TTY (503) 945-2996.

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.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.