

# CLASSIFIEDS

**Social Services, Program Coordinator**, for shelter/evaluation program in Oregon coastal communities. Must make residence in Clatsop, Columbia or Tillamook County. Six years social work/case management experience or combination of relevant college level education & experience. Experience in intake; working with at-risk, high-risk adolescents; interacting with social service agencies, juvenile courts, & other community professionals, including shelter parents. Maximum flexibility of scheduling to assure shared 24-hr. program coverage &/or working at home as needed to meet 37.5-hr. work week. Personal vehicle required. Salary \$19,149-\$28,743 depending upon experience. Benefits. For application call Boys & Girls Aid Society, Portland, OR, 503-222-9661, ext. 240. Equal Opportunity Employer.

## Staff Accountant

General accounting position in a five-person office. Several years experience in general accounting desired. On-the-job experienced in PC Lotus 123 or Quattro Pro spread sheets required. Successful candidate will be efficient, accurate, self-starter. CPA not required. Salaried position with benefits. Neil Kelly named one of Oregon's top 100 businesses to work for in 1996 by Oregon Business Magazine. Team organizational structure. Send resume and cover letter including salary requirements to: Julia Spence, V.P. Human Resources, Neil Kelly Designers/Remodelers, 804 N. Alberta St., Portland, OR 97217.

## MENTAL HEALTH

### Counselor-V

**Clinical Supervisor**  
Starting Salary \$1,917-\$2,100  
Per Month Plus Benefits

**The Position:** CODA, Inc., seeks an experienced senior chemical-dependency counselor to provide clinical supervision to staff and patients of a 48-bed drug and alcohol residential treatment center, our Alpha Family Treatment Center facility located at SE 182nd and main. Primary duties of this exempt position are: provide clinical supervision to staff and patients of residential services component; Monitor clinical records; Coordinate therapeutic activities of patients; Conduct individual, group and family counseling; Monitor the milieu. **Physical Demands:** Must be able to climb stairs and to perform CPR for fifteen minutes continuously. Shift: Tuesday through Saturday, 9:00 AM - 5:00 PM. **To Qualify:** A Master's Degree in a relevant discipline is required. Three years of chemical-dependency experience (providing individual, family, and group therapy) is required. Residential experience is preferred. Candidates must possess or be in the process of obtaining Oregon Drug and Alcohol Counselor Certification (CADC-II preferred). Bilingual capability is desired but not required. Individuals currently serving a supervised federal, state, or county parole or probation are eligible for this position. Candidates must consent to criminal-background investigation. **To Apply:** obtain a standard CODA application form and detailed position announcements 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 is an Equal Opportunity/Affirmative Action Employer

## Guest Services Manager

The Oregon Arena Corporation is looking for a motivated, experienced, innovative, customer service oriented manager to lead our Guest Services team. Oregon Arena Corporation manages and operates the 38 acre Rose Quarter district which includes the 21,000 seat Rose Garden, the 13,000 seat Memorial Coliseum, four parking garages, a commercial office and retail building and a connecting exterior plaza. The Guest Services department includes all front of house staff, including ushers, gate attendants, in-house security, peer security and medical technicians. This manager is expected to hire, train and supervise all guest Services staff, develop policies and procedures and administer the annual budget. This position reports to the General Manager of Facilities and Operations. Minimum qualifications are three years of increasingly responsible experience in the crowd management environment. Please send your resume to: Human Resources, c/o Oregon Arena Corporation, One Center Court, Suite 200, Portland, OR 97232. No phone calls please. Closing date for application is November 1, 1996.

**Health Services Administrator/Lead Practitioner** at Multnomah County Health Department. Duties include clinical supervision of Mid-Level Providers, programmatic responsibilities and clinical practice. Qualifications: Oregon Licensure as FNP or PA, supervisory experience, 3-5 years clinical experience; prefer experience with multi-cultural population; apply by October 25; starting salary \$47,584 - \$57,101, depending on experience. Apply in person or mail self-addressed, stamped envelope, requesting application forms. Multnomah County Employee Services, 1120 SW 5th Ave., Room 1430, P.O. Box 14700, Portland, OR 97293-0700. Application forms and job announcement also available at <http://www.multnomah.lib.or.us/jobs/>.

## Washington County

**Delivery Clerk**  
\$1641 - \$1994/mo  
Closes October 18, 1996

**Equipment Mechanic I**  
\$2258-\$2732/mo  
Closes October 18, 1996

**Library Computer Specialist II**  
\$2823 - \$3430/mo  
Closes October 25, 1996

**Groundskeeper**  
\$2151 - \$2614/mo  
Closes October 18, 1996

**Sanitarian I**  
\$2557 - \$3108/mo

**Sanitarian II**  
\$2966 - \$3605/mo  
Closes October 18, 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.

## METRO

**Stagedoor Security Agent (MetroERC)** - \$9.83 - \$11.96/hour, part time (shifts vary).  
Deadline 10/17/96. Monitors stage door during load-ins, rehearsals, performances, load-outs; informs and gives directions to employees, promoters, artists and the general public at all PCPA facilities. Provides night watch relief when requested.  
Resumes are not accepted.  
Applications available at:  
Metro Human Resource Division - 600 NE Grand Avenue  
Oregon Convention Center - 777 NE Martin Luther King Jr., Blvd.  
The Urban League - 10 N Russell  
The Northeast Workforce Center - 4106 N Vancouver Ave  
If you wish application materials mailed, call (503) 797-1570  
Web address: <http://www.multnomah.lib.or.us/metro>  
AA/EEO Employer

## Head Start Of Yamhill County

Now accepting applications for the following positions:  
**Education Coordinator** --- Insures compliance with head Start performance Standards. Plans/implements staff training and developmental preschool curriculum. Effectively communicates both orally and in writing. Must have the demonstrated ability to supervise. FT \$11.06 - \$13.19/HR Aug. - June BA/BS in ECE or related field and 2 yrs exp. or equiv. combination. Bilingual (Span-Eng) desirable. Open until sufficient applications are received.

**Family Educator** --- Provide Family Support and Advocacy. Plan/implement developmentally appropriate Teaching Home Visits and Classroom for 3 yr olds. Supervise classroom staff and volunteers. AA in ECE or CDA required plus 2 yrs exp. FT Sept-May \$8.98 HR. Closes Oct 11, 5:00PM

Positions require ability to meet basic physical qualifications, current ODL, and insured vehicle or acceptable alternative available for use on the job.

Apps and infor available at 800 NE Second St. McMinnville. 472-2000. Include resume w/ application.

Head Start of Yamhill County offers an excellent benefits package and is an Equal Opportunity Employer.

## Security

St. Vincent dePaul Security Services supplies security for private and public customers. We are currently recruiting for a Security supervisor. This Front-Line Supervisor will perform labor forecasting, scheduling, customer relations, and supervision of employees who work at different sites.  
Position requires five years experience in security, with a minimum of 2-3 years supervisory experience. Also requires organizational skills, and the ability to follow through. Salary commensurate with job requirements and experience. Please send resumes, with cover letter to: Human Resources, 4867 NE MLK, Jr Blvd, Portland OR 97211  
Equal Opportunity Employer

## Data Base Manager

Development Office of a private school. Data collection, report prep, with some systems management of a NT network. B.A. or B.S. with 3 years experience working with data bases and networks, preferably in a non-profit fundraising environment. Submit cover letter & resume by October 14th to: HR Manager, 8825 SW Barnes Rd, Portland, OR 97225  
Equal opportunity employer

## Coordinator

Assist with the coordination and implementation of on-site promotions and events, on-air contests, and general office duties. Must be highly organized, detail-oriented and represent the station in a professional manner. Flexible hours and a great attitude are a must. Send resume to KFXM promotion director, 4614 SW Kelly, Portland, Oregon 97201. EOE.

## Earn up to \$570/ Weekly

We need people to make Jewelry (Necklaces, Bracelets, Earrings). Year around, at home. No experience needed. S.A.S.E. To: Keven Chris Corp. 5165 Broadway Ave; Suite 246, Ext. 4238 Buffalo, N.Y. 14043

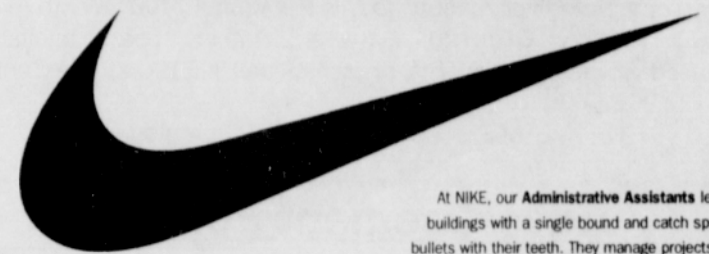
**Evaluation Research Assistant. Portals**, the Portland Area Library System located at Portland State University, has an immediate opening for an Evaluation Research Assistant (ERA). This position is on a fixed term, renewable basis and effective through September 30, 1997 only. The ERA is a part time position (.75FTE) that, on the average, will commit approximately 30 hours per week to conduct evaluation activities for a federally funded project. The position requires experience accessing electronic information network resources. The ERA should have a bachelor's degree, a basic knowledge of evaluation and research methodologies, know how to conduct focus group sessions and other data collection activities, have experience working on other evaluation projects, and have a knowledge of uses and applications of statistical procedures. Excellent written and oral skills necessary. Salary: \$1,578/month. Send letter of application and resume to Executive Director, Portals, P.O. Box 1151, Portland OR 97201-1151. Application Deadline: October 31, 1996. Call (503) 725-4586, or write for a complete job description. Portland State University is an equal opportunity employer.

## 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.

ADMINISTRATIVE

# WALK...RUN... LEAP...FLY... TO OUR OPEN HOUSE.



At NIKE, our Administrative Assistants leap tall buildings with a single bound and catch speeding bullets with their teeth. They manage projects. They keep everyone informed. They just do it... all. And, they work in an environment that's empowered by innovation and performance, an environment that's uniquely NIKE. Your 3+ years' experience should include excellent communication skills and proficiency with Word, Excel, and PowerPoint. Do you think you have what it takes? Show us.

Just come to our Open House, Tuesday, October 15, 11:30 am - 1:30 pm at the Hilton Hotel, 921 SW 6th, Portland. Or, attend from 5-7 pm at the Hillsboro Library Central Facility, 775 SE 10th, Hillsboro. If you cannot attend, indicate job #NEPOECADM2 and fax your resume (in fine or high resolution mode only) to (503) 605-1965 or send it to NIKE, Inc., Employment Department, One Bowerman Drive, Beaverton, OR 97005. Because the #1 brand is the #1 employer. NIKE employs opportunity equally.



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

## 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:

### Finance and Administration Manager (Principal Executive Manager H)

We have an immediate executive level management opportunity to provide strategic direction to the following ODOT branches: Finance, Information Systems, Human Resources, and Support Services. This key leadership position, headquartered in Salem, will manage multi-million dollar budgets and direct the activities of these operations while maintaining a fiscally sound organization that supports the operating activities and objectives of ODOT. Qualified candidates will possess: 8-10 yrs. of progressively responsible management experience in large organizations (1000+ employees) with direct responsibility for overseeing multi-faceted operational areas; experience managing multi-million dollar budgets; a related Bachelor's degree required, Master's preferred. Ideal candidates will have a background with proven success in developing, implementing and communicating a cohesive vision and operational plan that spans a complex series of business environments. Excellent benefits accompany a negotiable annual salary around \$72K+. Recruitment opens October 8 and closes October 31st. Completed application materials must be received by 5:00 p.m. on the close date. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

### Re-Engineering Program Manager

We are seeking applicants for two vacancies located in Salem. Will be responsible for planning, developing and implementing specific re-engineering projects statewide and how transportation solutions are implemented. Positions require two years of experience in project or program management performing transportation project development, management improvement, or program operations review studies. Preference may be given to applicants with related Bachelor's degree or additional years of experience in planning and managing various management improvement or program operations projects. Salary \$2,773 - \$3,718 monthly + benefits. Completed application materials must be received by October 25, 1996. Announcement No. ODDT6356. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

### Dispatcher

We are seeking applicants for multiple vacancies in Salem. These positions will coordinate communication between field units, local and county law enforcement, emergency services, State agencies, and the public; monitor and operate a variety of communications and CAD equipment to obtain and provide routine and emergency information; and relay information for contact and dispatch of emergency services and/or personnel. Requires two years of experience providing support for a project, program or operation. This experience must have included performing duties such as analyzing activities or incidents, and evaluating projects, processes, programs, operations or highway maintenance activities for effectiveness and using radio equipment to dispatch a variety of information. Preference may be given to those who have training and experience in similar incident or emergency response programs or operations. All applicants will be subjected to a Law Enforcement Data System (LEDS) background check. Salary \$1,869 - \$2,486 monthly + benefits. Completed application materials must be received by October 21, 1996. Announcement No. ODDT6344. 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 LOTTERY

Opportunities with the Oregon Lottery! Recognized as a national leader! We invite applications for the following positions:

### Senior Maintenance Technician (\$2,606 to \$3,309 monthly)

The Senior Maintenance Technician performs manual work in the maintenance and preventive maintenance of the Lottery building and grounds. To qualify, you must have 4 years of trades/maintenance experience which includes completion of a formal or informal apprenticeship program in the following areas: heating, cooling, plumbing, electrical, and/or mechanical equipment; and carpentry, painting, janitorial, and/or landscaping; and responsibility for coordinating the work of other trades/maintenance personnel. A Limited Manufacturing Plant or a Limited Maintenance Electrical License is required. Announcement No. OL177009. Position closes October 9, 1996.

## Communications Specialist (\$2,374 to \$3,010 monthly)

The Communication Specialist will consult, plan, design, implement, install, modify, test, diagnose and maintain the systems hardware and software of the Lottery's data/voice communication networks. You must have 2 years of technical communications experience which included the setup, operation, maintenance, analysis and troubleshooting of data/voice communication hardware and software; OR 2 years of technical training in data/voice communication and 6 months of experience in data/voice communication. Preference will be given to applicants with the following experience and/or certifications: Telematics frame relay management system experience; Northern Telecom PBX Certification; and/or limited electrical/low voltage license. (Be specific in describing your experience and/or training on the application.) Announcement No. OL177008. Position closes October 8, 1996. For these positions, you must complete a Lottery application or a State of Oregon application form (PD100). Job announcements and application forms are available at the Lottery office located at 500 Airport Road SE in Salem or at any local office of the Oregon Employment Department. Applicants are subject to an extensive background check. Women, minorities and persons with disabilities are encouraged to apply. For more information call (503) 540-1323. Send completed application materials to Oregon Lottery, Human Resources, PO Box 12649, Salem, OR 97309.

## REAL ESTATE AGENCY

### Systems Analyst 1

The Real Estate Agency (32 FTE) is recruiting for a Systems Analyst to 1) serve as LAN administrator; 2) manage the Agency's computer system, which is migrating from mainframe and Wang to Windows 95, and Novell 4.1, with Oracle as the data base; and 3) maintain applications and assist in application design/redesign. To qualify, you must have at least one year experience programming and/or systems analysis; AND a BS, AS or Certificate in Computer Science or two additional years experience. Salary range: \$2,438 to \$3,307 monthly. To apply, obtain job announcement LE960816 with "This Is Test" questions and application from local Employment Department Office. Mail completed application materials to: Real Estate Agency, Attn: Personnel, 1177 Center St NE, Salem, OR 97310-2503 by 5:00pm, October 28, 1996.

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### Principal Executive/Manager G

(Administrator, Office of the Oregon Health Plan)  
Announcing an intensive statewide search to identify and attract candidates of high competence and credibility to compete for the position of Administrator, Office of the Oregon Health Plan, based in Salem. The Office was created in 1993 to help ensure all citizens of Oregon access to health care coverage. This is a high-level policy planning and managerial post requiring advanced political and leadership abilities. The Administrator coordinates health program policy; determines health care priorities; monitors the progress of numerous activities comprising Oregon efforts to reform health care; represents the Plan with diverse constituencies and stakeholders; provides expert consultation to the Governor and Legislature; and administers the operations of a semi-autonomous state agency. Annual salary negotiable up to \$69,180. Call the Office of Recruitment and Career Services at (503) 378-2827 to receive the official application packet by mail, or visit any State Job Service office or the State jobs site on the world wide web. Please reference the class title and working title shown above, as well as announcement number ES-10700. This position closes Friday, October 18, 1996.

## DEPARTMENT OF HUMAN RESOURCES

### Principal Executive/Manager G

#### (Financial Services Director)

The Department of Human Resources is recruiting for the position of Financial Services Director. The Director of Financial Services is responsible for the accounting, contracting, branch office leasing and purchasing functions of the Department. To qualify, you must have a minimum of seven years of increasingly responsible and successful management experience in a public or private organization which includes responsibility for selection and hiring of staff, planning, budgeting, developing policy, evaluating programs, developing community partnerships and related activities. Experience in all phases of government and general accounting principles is essential. Salary range is \$49,176 to \$69,180 annually with a liberal benefits package. Announcement #ES410006. To apply, please submit a letter of application, your resume and a one- or two-page narrative explaining your background, experience and training qualify you for this position. Please send this information to: Department of Human Resources, Attn: Cherie Martin, Records and Recruitment Unit, 500 Summer St NE-4th Floor, Salem, OR 97310-1005 or fax to (503) 378-8463. If you need additional information, please phone (503) 945-5676. The deadline for these materials to be submitted to our office is 5:00 pm, October 18, 1996.

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.

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503-617-1835