

CLASSIFIEDS/BIDS

Administrative Assistant

Professional-minded person who is effective when working in a team setting needed to provide clerical/administrative support for a fast paced office. Requires a high school diploma or equivalent and two years secretarial experience. Word processing, automated database management and office organizational skills required. Must type 60 wpm. This position is located in Portland. If interested and qualified, please submit resume and letter of interest to:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060

Responses must be received no later than Friday, Dec. 13, 1996

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

Social Services/ Social Change/ Domestic Violence Intervention Agency

Bradley-Angle House is seeking: Latina Women's Advocate, .5 FTE, \$10,078/year
Applications are required and available at: The Urban League, 10 N. Russel, or by calling (503) 232-0988. **Closing date: January 12, 1997**
Bi-lingual required, bi-cultural preferred. EEO/AA/ Feminist Organization

**Advertise In
The Portland
Observer
Call 503-288-0033**

Washington County Senior Assistant County Counsel

(Litigation-Attorney)
\$55,488-\$67,440/annually
Closes January 3, 1997

Call (503)648-8606/TTY (503)693-4898 for information. County application and supplemental applications 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.

Sub-Bids Requested

Oak Lodge Slow Sand Filter WTP
Clackamas County
Bid Date: December 10, 1996 8:30 pm

W.G. Moe & Sons, Inc.

8850 S.E. 76th Drive
(503) 775-8651 Fax: (503) 775-1069
CCB#24372

We are an equal opportunity employer and request sub-bids from all interested firms including disadvantaged, minority, women and emerging small business enterprises.

Sub-Requested

City of Brownsville
Slow Sand Filter Plant
Bid Date: December 12, 1996 Bid Time: 2:00 p.m.
John Hyland Const., Inc.

P. O. Box 7867
Eugene, OR 97401
Phone: 541-726-8081 Fax: 541-741-0896

We are an equal opportunity employer and request sub-bids from all interested firms including disadvantaged, minority, women and emerging small business enterprises.

Sub-Bids Requested

Adidas America Building
N.E. MLK Blvd and Alberta St. Portland
Bids Date: Tue. December 17, 1996
12:00 Noon

R & H Construction
1530 SW Taylor Street
Portland, Oregon 97205

Phone: (503) 228-7177 Fax: (503) 224-3638

We are an Equal Opportunity employer and request sub-bids from minority women and emerging small business subcontractors and suppliers.

Operations Systems Accountant (MetroERC)

\$13.90-\$17.73/hour, full time (deadline Dec. 23, 1996). Responsibilities include confirming and checking labor settlements, payroll processing, timekeeping and scheduling, expenditure processing, record keeping, preparing necessary reports, using computerized systems.

Resumes are not accepted. Required application materials 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 to you, call (503) 797-1570

Web address: <http://www.multnomah.lib.or.us/metro>

AA/EEO Employer

Housing Development Director

Franciscan Enterprise of Oregon, a non-profit corporation is seeking qualified applicants for the position of Housing Development Director. Applicants must possess a min. of 1 yr. experience in the development of affordable housing and financial packaging, loan packaging, grant writing, tracking of funds, and a valid drivers license. Salary range is \$28,000 - \$36,000 annually + health and vacation benefits. Interested parties may send resume and cover letter to: Franciscan enterprise, Attn. Exec. Director, 4826 NE 8th, Portland, OR 97211. **No Phone Calls Please!** Resumes will be accepted until 12/20/96.

Franciscan Enterprise is an equal opportunity employer. Women and minorities are encouraged to apply.

Notice To Contractors

Sealed bids for the Seafood Processing Facility Rehabilitation, Phase 2, for the City of Depoe Bay, Lincoln County, Oregon will be received by the City until 3:00 P.M., Pacific Time, on Friday, January 3, 1997. Bids submitted prior to opening are to be delivered to the City Hall, Depoe Bay, Oregon. Bid opening will be in the City Council Chambers immediately thereafter.

The project is generally described as follows:

- Building siding replacement, roofing and structure repairs.
- Plumbing repairs and ADA remodel of one restroom.
- Equipment removal.
- Minor electrical work.

Plans and specifications may be seen at the office of HGE Inc., Architects, Engineers, Surveyors and Planners, 375 Park Avenue, Coos Bay, Oregon 97420, and at the following locations:

City of Depoe Bay.....Depoe Bay, Oregon
Bay Area Plan Exchange.....Coos Bay, Oregon
Central Coast Plan Exchange.....Florence, Oregon
Salem Contractor's Exchange.....Salem, Oregon
Eugene Builders Exchange.....Eugene, Oregon
HGE Inc., 19 N.W. Fifth Avenue.....Portland, Oregon
Construction Data West.....Portland, Oregon
Daily Journal of Commerce Plan Center....Portland, Oregon

One copy of the Contract Documents may be obtained by prospective bidders for cash or check in the amount of \$50.00 made payable to HGE Inc. individual sheets and specification pages may be purchased for the cost of reproduction: Drawings \$2.00 per sheet; Specifications \$0.25 per sheet.

Deposit made upon procurement of Contract Documents will be refunded upon the return thereof in good condition. Non-bidder's deposits will be refunded only if documents are returned in good condition, no later than date of bid opening. Deposits retained cover cost of printing.

No bid will be considered unless fully completed in the manner provided in the "Instructions to Bidders" upon the bid form provided by the Architect and accompanied by a bid bond executed in favor of the City of Depoe Bay in an amount not less than ten percent (10%) of the total amount of the bid. Bid bond is to be forfeited as a fixed and liquidated damage should the bidder neglect or refuse to enter into a contract and provide suitable bond for the faithful performance of the work in the event the contract is awarded them. Funds for the improvements are available, and monthly payments will be made by check.

The successful Bidder must be registered, or shall become registered, with the Construction Contractor's Board as required by ORS 671.530. Bidder is not required to be licensed under ORS 468A.720.

The Contract is for public work subject to ORS 279.348 to 279.363. No bid will be received or considered by Depoe Bay or any officer thereof unless the bid contains a statement by the Bidder as a part of their bid that the provisions required by ORS 279.350 (relating to prevailing wages) shall be included in this Contract.

Bidders on this work will be required to comply with the provisions of the President's Executive Order No. 11246 concerning equal employment opportunity, including all amendments and requirements issued thereunder. The requirements for Bidders and contractors under this Order are explained in the Contract Documents.

Any contract award under this Notice to Contractors is expected to be funded by a grant from the United States Department of Agriculture through the Rural Development. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this Notice to Contractors of any resulting contract. This procurement will be subject to regulations contained in Part 33 Procurement Under Assistance Agreements. Contracts are subject to 40 CFR regulations.

Before a Contract will be awarded, compliance with all USDA Rural Development requirements specified in the contract documents will be subject to USDA Rural Development review and approval.

The City of Depoe Bay may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all bids upon the finding of the City of Depoe Bay that it is in the public interest to do so. No Bidder may withdraw or modify their bid after the hour set for the opening and thereafter until the lapse of thirty (30) days from the bid opening

By Order of the City of Depoe Bay.

Sub-Bids Requested

PGE Line Crew Centers - West Side
Beaverton, Wilsonville, Hillsboro
Bid Date: December 17, 1996 * 10:00 AM

Reimers & Jolivette, Inc.

Building Contractors
2344 N.W. 24 Portland, OR
(503) 228-7691 Fax (503) 228-2721
CCB #11614

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business subcontractor.

Sub-Bids Requested

Daycare Expansion
Nike World Campus North Expansion (A) (B)
Bide Date: December 12 Bid Time 4:00 PM

OTKM Construction

1631 S. W. Jefferson
P. O. Box 8459
Portland, OR

Phone: (503) 241-2875 Fax: (503) 274-9691

We are an equal opportunity employer and request sub-bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.

Portland State University

The Graduate School of Social Work at Portland State University invites applications for the position of Assistant/Associate Professor. The successful candidate will be appointed Project Coordinator for the Graduate Education component of the Child Welfare Partnership which is a joint effort between the State Office for Services to Children and Families and the Graduate School of Social Work to provide professional training for child welfare workers. This position will provide an opportunity to work closely with faculty around curriculum development; to establish links between child welfare theory and practice through designing and teaching graduate level courses; to develop, coordinate, and administer an ongoing training program; to design and advisory/support system for students in field units, management of subcontracts, project oversight and administrative duties, monitoring budget and program evaluation. Doctorate of Social Work/Social Welfare and teaching experience preferred, MSW required; knowledge and experience in child welfare, both direct services and supervision; experience in project administration and instructional design; and competence in multi cultural issues and a commitment to scholarly excellence.

This is a twelve month, 1.00 FTE fixed term appointment beginning July 1, 1997 Through June 30, 1998. Continuation of the position is dependent upon funding and satisfactory performance. Time served in this appointment does not count towards tenure. The salary for this position is commensurate with qualifications.

Applications, including a cover letter, curriculum vitae, and names of three references, should be forwarded to:

Julie Rosenzweig, PhD
Search Committee
Graduate School of Social Work
P. O. Box 751
Portland, OR 97207-0751

The deadline for application is March 15, 1997.

Portland State University is an equal opportunity, affirmative action employer and is committed to diversifying its workforce. Minorities, women, and members of other protected groups are encouraged to apply.

Membership Director

Recruit, support volunteers. Must have 2 years related experience in community organizations, work w/diverse populations; good oral & written; BA/BS or equiv. exp; need own transportation & can work flex hrs; \$23,000.00 + benefits. Closing date Dec 20th, Send resumes to Personnel, Columbia River Girl Scout Council, PO box 2427, Lake Oswego, OR 97035-0096; (503) 620-4567. Equal Opp. Employer dedicated to diversity.

City Of Portland

Bureau of Environmental Services
Groundwater Well Monitoring Network
Proposals Due 3:00 pm, December 23, 1996
Request For Proposals

The City of Portland Bureau of Environmental Services requests proposals from interested consultants to develop a Well Monitoring Network to provide representative sampling of groundwater in the western Columbia Slough Watershed.

A complete description of the project, specific requirements and evaluation criteria for the proposal may be obtained from Cloudy Sears, Bureau of Environmental Services, 1120 SW Fifth Ave, Rm. 400, Portland, OR 97204, (503) 823-7859. Proposals shall be received at that office no later than 3 pm, 12/23/96. The meeting will be held at the Portland Building, Room C, 2nd floor, 1120 SW Fifth Ave, Portland.

Proposals shall be reviewed by a consultant selection committee in accordance with Chapter 5.68 of the City Code. Interviews may be held with the highest rated firms.

Consultants shall be required to conform to the City MBE/FBE and Equal Employment Opportunity Programs. The City of Portland is committed to increasing participation of minority and female owned businesses in its professional service contracting endeavors. Minority and female businesses are encouraged to submit proposals and other proposers are encouraged to utilize minority and female businesses, where appropriate expertise exists.

Attention is called to Chapter 3.100 of the City of Portland Code relative to certification as an Equal Employment Opportunity Employer. Details of certification requirements are available from the Bureau of Purchases and Stores, Room 1313, 1120 SW Fifth Ave, Portland OR 97204, (503) 823-6855.

Sub Bids Requested

Inverness Jail Expansion & Remodel

Bid Package #3 - Processing/Intake/Kitchen Foundations & Underslab Utilities

Concrete Work - Bids Due: 2pm, December 20, 1996
at Hoffman Construction Company

All Work Except Concrete - Bids Due: 2pm, December 20, 1996
at Hoffman Construction Company



HOFFMAN CONSTRUCTION COMPANY
OF OREGON

Bid Phone: (503) 221-8811 - Bid Fax: (503) 221-8934

1300 SW Sixth Avenue - Portland, OR 97201 - OR License #28417
We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>.