

CLASSIFIEDS/BIDS

BANKING

BANK OF NEWPORT is seeking qualified applicants for the position of **Personal Banker** in Lake Oswego.

- ...Effective written and verbal communication skills and basic math skills
- ...Previous banking/financial experience and/or successful retail sales background highly desirable
- ...Solid knowledge of bank products and services and effective listening/probing skills in order to identify customer needs and effectively match with bank products and services
- ...Outgoing, customer service/sales oriented, professional demeanor
- ...Ability to meet bonding requirements for employment purposes
- ...Ability to work well in a team environment

To receive an application by mail please call (503) 315-2836 or you may apply at an affiliate near you. Please forward your completed application to West Coast Bancorp, 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, Bank of Vancouver Equal Employment Opportunity Employer M/F/V/D

Secretary/Receptionist

Full-time position performs a variety of secretarial duties including heavy amounts of telephone calls. Requires high school diploma or equivalent and one year related secretary/receptionist experience, be skilled in organizing and maintaining filing systems, must have experience with multi-line phones, be computer literate, able to type 60 words per minute and prefer dictation at 80 words per minute. This position is located in Portland. Submit resume and cover letter to:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060
Responses Must Be Received No Later Than Friday, Jan. 3, 1997

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

NURSING

Child Care Coordinator
(Public Health Nurse 2)
Department of Human Resources

Salary \$2,732 to \$3,643 monthly Seeking Public Health Nurse to provide consultation and technical assistance regarding health and safe environments of young children in child care settings. Work with community partners and local health departments to assess the needs related to health and safe environments in community sites and provide consultation and/or technical assistance. Registered nurse with Master's degree in Nursing or Public Health required. Experience with child health preferred. For a State of Oregon application form and detailed job announcement contact your local Employment Division office or call Oregon Health Division Personnel at (503) 731-4005. EOE.

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. Russell, or by calling (503) 232-0988. **Closing date: January 12, 1997** Bi-lingual required, bi-cultural preferred. EEO/AA/ Feminist Organization

BANKING

BANK OF NEWPORT is seeking qualified applicants for the position of **Operations Specialist or Operations Officer** depending on experience in Lake Oswego.

- ...High school diploma or equivalent. Formal training in retail banking operations or equivalent on the job training or experience. Completion and/or certification in teller or new accounts programs. Strong attention to detail. Solid understanding of branch and company services, products and goals.
- ...Effective written/verbal communications skills and ability to work successfully with other employees in a team environment. Demonstrate effective interpersonal skills to effectively manage staff.
- ...Perceptive and understanding of customer needs, ability to maintain professional poise and remain calm under pressure of time constraints and potential difficult customer situations.
- ...Demonstrated skills in handling moderately complex work assignments in various banking functions with significant attention to detail.
- ...Ability to meet bonding requirements for employment purposes.

To receive an application by mail please call (503) 315-2836 or you may apply at an affiliate near you. Please forward your completed application to West Coast Bancorp, Human Resources, 702 Church St NE, Salem Or 97301.

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Equal Employment Opportunity Employer M/F/V/D

Western States Center - 2 jobs Trainer/Field Organizer. Western States Center provides training, organizing, and technical assistance to grassroots organizations and coalitions in an 8 state region. Join our field team to deepen and strengthen our relationships with communities of color. Salary \$26-32K, DOE. Excellent benefits. Deadline 1/15/97.

Conference Coordinator for our two major annual events - Community Strategic training Initiative and the Western progressive leadership Network conference. Assist field staff with other training events. 22 month, 3/4 time job at \$22-24K FTE. Excellent benefits. Deadline: 1/31/97.

For job announcements call Chante' Simon (503) 228-8866. To apply: Cover letter, resume and 3 references to: Cathy Howell, WSC, P.O. Box 40305, Portland, OR 97240.

SALES

We're looking for sales pros who are looking for something better.

Better pay, better benefits, better atmosphere and better opportunities! Why settle for just a job when you can have a career with Sprint? If you're looking to sell quality products in a stable environment, then discover sales opportunities with Sprint, a proven leader in the telecommunications industry! We have openings in the Tualatin area for:

INSIDE SALES CONSULTANTS

We are seeking energetic, highly motivated individuals (bilingual abilities desired, Asian fluency a definite plus). Sprint rewards our Inside Sales Representatives with an outstanding compensation/benefits package that includes:

- Best paid training in the business
- Flexible scheduling program
- Easy commute with free bus transportation
- Fun, team-oriented environment

It's time to discover how Sprint can help take your career to the next level. For immediate consideration, send your resume to: **Sprint, Dept. JT/PO, 7600 Mohawk Rd., Tualatin, OR 97062, FAX (503) 612-6176. For more information call (503) 612-6000.** We are proud to be an EEO/AA employer M/F/D/V. Also, we maintain a drug-free workplace and perform pre-employment substance abuse testing.

Sprint

SUMMERBRIDGE PORTLAND COORDINATOR

for non-profit educational program for an ethnically & economically diverse group of middle school students. Major responsibilities include program outreach & admissions, developing curriculum, recruiting & training teachers, planning & coordinating summer program. Bachelor's degree & computer skills required. Call 297-1894 or submit cover letter and resume by Jan. 8 to: H.R. Manager, 8825 SW Barnes Road, Portland, OR 97225.

Bookstore Manager - Linfield College seeks experienced bookstore manager. Bookstore serves approximately 1500 on-campus students and 700 students in continuing education classes across the state. Sales in excess of \$1.2 million. Qualifications: Bachelor degree preferred (could substitute seven years of managerial retail experience); minimum three years experience; excellent customer service, leadership, supervisory and organizational skills; strong oral and written communication skills. Competitive wage and excellent benefit program. Application review to begin on January 20, 1997. Send resume and the names/addresses/phone numbers of three references to Linfield College, Department of Human Resources, 900 S.E. Baker Street, McMinnville, OR 97128. AA/EOE.

Community Detention Monitor

responsible for monitoring pre-adjudicated youth to ensure that conditions of release are being complied with, to assess the nature of the activities of the juvenile in the community to ensure public safety and to ensure the juvenile returns to court. Monitoring occurs at juveniles place of residence, school and work. Requires High School diploma or GED plus 4 years relevant experience or BA/AA plus two years relevant experience. Must be able to communicate clearly and effectively assess situation, organizational skills/computer skills. Bilingual english/Spanish desirable. Must have own car and insurance. Wage \$6.33 - 7.45 & Milage. Resume: VOA Attn: David Colley 537 SE Alder, Portland, OR 97214

Equal Opportunity Employer

Advertise In
The Portland Observer
Call 503-288-0033

MANAGEMENT

Deputy Housing Director
Portland Development Commission
\$53,359 - 80,038

The City's agency for urban renewal, housing and economic development is seeking a Deputy Housing Director to assist in the development and implementation of citywide programs to finance development and rehabilitation of low income and market rate housing. Monitors and oversees Housing Department's production, budget, 5-year Plan and reporting systems. Supervises project staff and assists the Director in policy and program development. Requires ability to work in collaborative team environment and lead others toward consensus. Strong communication and organizing skills. Six years experience in housing finance, real estate development and housing policy. Bachelor's degree in Public Administration, Finance or related field.

Interested applicants should pick up a more detailed job description and application packet at PDC. If outside Portland metro area, call the job hotline at (503) 823-3463 and request a packet.

Application packets must be returned by 5:00 p.m., December 27, 1996.

Portland Development Commission
1900 S.W. 4th Avenue, #100
Portland, OR 97201

The Portland Development Commission values diversity in its workforce and is committed to equal employment opportunity and affirmative action.

Mental Health

P/T Van Driver/Aide to transport clients w/ mental, emotional and/or A&D problems. Ability to meet deadlines and maintain confidentiality. Valid ODL, good driving record and must pass criminal background check. Prior transportation exper. desired. Resume to: Otis Clark, Nickerson Center, 7025 N. Lombard, Portland, OR 97203. Closes 12/20/96. EOE

RN, LPN, CNA, Residential Attendant, Housekeeper, Foster Care Managers.

Apply: Mt. St. Joseph Residential Care, 3060 SE Stark Street, Portland

Cars For \$125. Seized & sold locally by IRS,DEA,FBI.
(800)-522-2730, x2812

Secretary/Admin Asst

The Downtown Portland Office of **Northwest Natural Gas Company** has an immediate opening for an administrative assistant. For job information and qualifications, contact:

Job Information Line - Portland Area
(503) 226-4211, ext 2434
An Equal Opportunity Employer

Merchandisers

Experienced merchandisers needed in Portland and surrounding areas. Flexible hours, excellent pay.

Call (800) 383-0109, M-F 8-5 est.

Employment

When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Blue Cross and Blue Shield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care and assistance to uninsured Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities.

Internal Compensation Consultant

(Job #417)

In this key position, you will be responsible for analyzing, developing and administering variable compensation programs for all affiliate plans and The Benchmark Group companies. You must have a Bachelor's degree in Business Administration (or equivalent) and at least five years' increasingly responsible human resource experience including three years' supervising staff and programs.

Claims Analysts

(Job #426)

Your primary responsibilities will include examining claims, performing data entry and releasing claims for payment. A High School diploma and at least six months of claims processing experience are required. Also needed are ICD-9 and CPT-4 coding experience as well as PC, CRT, data entry and typing skills.

Lead Programmer Analyst

(Job #285)

You will identify problems, gather requirements and analyze and document information for our System Services Department to support CPS Life Insurance. You will also design, develop and test program code and implement system improvements. A Bachelor's degree in Computer Science (or equivalent experience) and at least four years of previous experience with COBOL programming are required. Knowledge of project management skills are necessary.

We offer competitive salaries and benefits package. Pre-employment drug screening is required, and we support a smoke-free work environment. For more information about career opportunities, call our **Job Information Line: 1-800-231-1617 or visit our website at <http://www.bcbso.com>.** To apply, please place the position number at the top of your resume or cover letter and submit to: **Blue Cross Blue Shield of Oregon HMO, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TDD # (503) 255-6780.** We are strongly committed to equal opportunity in all phases of employment.



The State of Opportunity.

In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available state-wide. 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 Engineer 3 (Senior Value Engineer/Metric Coordinator)
We are seeking applicants for position located in Salem. This position provides direction, support, and training for the Value Engineering Program which evaluates complex construction projects/processes and identifies potential changes which may save transportation dollars. The position provides leadership in the department's conversion to the metric system. Position coordinates reconnaissance and feasibility designs and design coordination for highway solutions. Requires a Bachelor's degree in Civil or Transportation-related Engineering; and four years of professional-level experience in the practice of transportation engineering; OR seven years of engineering experience. Three of the seven years must have been performing professional-level engineering duties. Registration as a Professional Engineer is required. Salary \$3,156 - \$4,315 monthly + benefits. Completed application materials must be received by January 9, 1997. Announcement No. OODT6444. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Design Supervisor
We are seeking an individual with strong leadership skills for position in Salem. This position plans, assigns and directs the work of a roadway engineering design team, and functions as a roadway engineering expert and consultant for the Roadway Engineering Section for all types of road design situations. Requires Registration as a Professional Engineer (PE) AND six years of experience in transportation engineering. This experience must have included at least two years of experience as a project leader, assigning and reviewing work of professional staff (i.e. engineers) including project responsibility for developing goals and objectives, project evaluation, or monitoring and controlling, or preparing a budget. A Bachelor's degree or courses 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. Salary \$3,054 - \$4,301 monthly + benefits. Completed application materials must be received by January 3, 1997. Announcement No. OODT6434. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Transportation Engineer 1 (Pavement Management Specialist)
We are seeking an individual for position located in Salem to assist in the development and maintenance of the Pavement Management System. This position will analyze data and develop strategies to optimize the condition of the highway network, coordinate the annual pavement testing program and complete treatment type and design for complex pavement preservation projects. Requires a Bachelor's degree in Civil or Transportation-related Engineering AND one year of professional-level experience in the practice of transportation engineering; OR four years of engineering experience AND have an EIT, LSIT, PE, or PLS. One of the four years must have been performing professional-level engineering duties equivalent to an Associate Transportation Engineer (ATE)*. *For ODOT employees only - if you do not possess an EIT, LSIT, PE, or PLS certification/registration, you must have taken and passed the department's written Associate Transportation Engineer exam. Salary \$2,352 - \$3,219 monthly + benefits. Completed application materials must

be received by January 9, 1997. Announcement No. OODT6411A. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

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



DEPARTMENT OF HUMAN RESOURCES

Data Base Analyst (C1440)
The Office of Medical Assistance Programs, DHR, has a vacancy for an innovative person with experience in designing, implementing and maintaining data base systems and resolving operational problems with the system. This position supports ad hoc data analysis for the Oregon Health Plan Budget Unit. This person will implement data base design, use diagnostic programs to monitor performance of the data base and make modifications to maintain the integrity and efficiency of the operation. Provides technical assistance and information and establishes guidelines and standards for users. To qualify you must have one year of experience in programming/systems, analysis/design, or user support (equivalent to a Systems Analyst, Programmer Analyst, or User Support Analyst) in a large scale system which included a) diagnosing and resolving data base management problems, b) defining user requirements; and c) providing technical advice to programmers and analysts. Salary \$2,732 to \$3,643 monthly, excellent benefit package. To apply, obtain State of Oregon announcement number LE950477B and application from a local Oregon Employment Department office or most state agency personnel offices. If you have a disability and need an alternative format in order to complete the application form, you may call the Exam Unit at (503) 378-2130 or TTY (503) 378-4762 for the hearing impaired to leave a message about the alternative format needed. Applications must be received by December 27, 1996 to be accepted.

EMPLOYMENT DEPARTMENT Training Specialist (Staff and Organizational Development Coordinator)

To qualify, you must have three years of experience as a trainer which included responsibility for assessing, planning, delivering and evaluating an organization's training needs; AND a Bachelor's degree in Business Administration, Public Administration, Education, or Human Resources; or three more years of pertinent experience. Announcement No. LE960994. Salary range: \$2,633 to \$3,536 monthly. Position located in Salem. **Recruiting announcement and required state applications are available at all Oregon Employment Department Field Offices on the State Jobs Display.** Applications must be received at the Employment Department in Salem by 5:00pm, January 16, 1997. If you need additional information, please call (503) 378-3253.

BOARD OF MEDICAL EXAMINERS User Support Analyst

Looking for self-starter who can work independently but is a strong team player, to provide end user support for MS Office Pro applications, MS E-Mail and various other applications, plus NT server administration. Salary \$1,789 to \$2,372 per month, excellent benefits. Temporary position until June 30, 1997, with good potential for becoming permanent. Call (503) 229-5873 ext 225. Job closes December 30, 1996.

OREGON STATE HOSPITAL Occupational Therapists

Oregon State Hospital is currently seeking full time O.T.'s for vacancies in the following areas: Forensics Alcohol and Drug Unit vocational emphasis, Geropsychiatry-including head injury unit. Adult Treatment Services-serving chronically mentally ill. Salary is negotiable and benefits package is excellent. If interested, contact **Barb Adams, Dir. of Occupational Therapy, Oregon State Hospital, 2600 Center Street NE, Salem, OR 97310. Phone (503) 945-9978, fax (503) 945-2807, 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.