

# CLASSIFIEDS

## Portland Development Commission

**Budget Analyst**  
\$35,183 - \$51,020

Immediate opening for a team oriented individual with proven track record in budgeting and financial analysis. Key duties include; developing and monitoring annual budget and PDC's 5 year business plan, analyses of financial data related to project / program proposals, preparation of management financial information, and strategic financial planning.

Candidates need to have strong financial and analytical skills. Must be competent in PC spreadsheets. Strong interpersonal, writing, planning, organization, and analytical skills. Knowledge of budget and accounting procedures and governmental functions and processes. Bachelors degree and/or equivalent experience.

Interested applicants should pick up a more detailed job description and application packet at PDC. Application materials must be returned by 5:00 p.m., May 9, 1997. If outside Portland metro area, please call out job hot line (503) 823-3463 and request a packet.

**Portland Development Commission**  
1900 S.W. Fourth Avenue, Suite #100

**Portland, Oregon 97201**  
The Portland Development Commission values diversity in its workforce and is committed to equal opportunity and affirmative action.

## Cabinet Installer

Pick-up, delivery, and installation of cabinets, cabinet service work for Neil Kelly Cabinets. Requires excellent customer service skills, ability to read and follow blueprints, ability to work as member of a team. Must have 2 years previous cabinet installation experience. Provide own tools, and transportation capable of accommodating small cabinet orders. Good driving record and insurance required. Waged position with benefits. To apply: Complete an application packet at North Portland Employment Department, 30 North Webster, Suite E, Portland, 97217. Please refer to job order number 111. Anticipated closing date is May 16, 1997 or when filled.

## Portland Public Schools Catering Coordinator

The Nutrition Services Department of Portland Public Schools is now accepting applications for a Catering Coordinator. Position is 40-hours/wk, 210 days, excellent benefits, salary \$20,000 - \$22,000/year. Necessary skills; food service background, advanced computer knowledge, marketing and sales experience. Position closes May 7, 1997. Send resume to Portland Public Schools, Nutrition Services Department, P.O. Box 3102, Portland, OR 97208-3102

**An Equal Opportunity Employer - A Drug-Free/Smoke-Free Work Place.**

**Business / Child Care Management Consultant**  
Part-time 30 hours/week  
Salary: \$18,000/year

This person will be providing technical assistance in business administration to child care centers and family child care providers. Bachelors Degree in Business Administration or related field, preferred. At least 4 years experience in business / program management and administration. Must have own transportation. Please apply at: Albina Ministerial Alliance- 1334 N.E. Saratoga, Portland, Oregon 97211  
Closing Date: May 2, 1997.

## At Work Personnel Services

*"The service that works for you."*

4749 NE MLK Jr. Blvd.  
Portland, OR 97211

(503) 282-1511  
(503) 282-4032 FAX



## Position Announcement Social Services

**Project Coordinator** to manage Portland House of Umoja's Youth Employment and Empowerment Coalition (YEEC) coordinated project. YEEC provides job training, development and placement for gang impacted youth in N/NE Portland. Project Coordinator's skills must include meeting facilitation, inter-agency coordination, system planning and program development, conflict resolution, contract and grants monitoring and evaluation, fund development and public education and outreach. Bachelors degree or AA degree plus five years equivalent experience required. Knowledge of juvenile justice and social service systems, including five years experience in human services, education or juvenile justice a plus. Salary range \$26,000 - \$32,000 annually, plus excellent benefit package. **Send resume with cover letter by Friday, May 9, 1997 to:** Search Committee, YEEC Coordinator, 2045 NE. Martin Luther King Jr. Blvd., Portland, Oregon 97212. Equal Opportunity Employer.

## Moving Sale

- New, White Kenmore Stove & Hood
- Rocker, love Seat
- 5000 BTV. Air Condition
- Bar and 3 Chair Back Stools
- 57 in Color (Sony) TV
- Other Misc.

5118 N.E. Jarrett St.  
Phone: 282-6390

## Internal Revenue Service Department of the Treasury

IRS has seasonal positions available in Portland as **Taxpayer Service Representatives (TSRs)**. TSRs Provide information to the public on IRS procedures and Federal tax laws.

- Work up to 40 hours per week
- Regular promotions, good benefits, and paid training
- Must be a U.S. Citizen

For more information and job application, please write:  
**OPM Job Information Center**  
1220 S.W. 3rd Avenue  
Portland, OR 97204

Announcement #F.V4048  
Position #GS-962-5  
Contact Representative

Internal Revenue Service is an Affirmative Equal Employment Opportunity Employer

## Dermatology Surgery Instructor

The appointee shall provide services as assigned by the supervisor in furtherance of the University's missions and goals of teaching, research, patient care, outreach and public service. This position is under the supervision of the Chair of the Department of Dermatology. The duties include but are not limited to: provide care of patients assigned by the Chair, teach medical students and residents in the field of dermatologic surgery and oncology, including Mohs micrographic surgery, by means of lectures in classrooms, seminars and workshops in accordance with assignments within the department, establish and maintain a program of scholarly activities directed toward improve understanding of the causes, detection and treatment of disease, and engage in public service through consultation activities with non-University groups with the knowledge and consent of the Chair. Duration of this appointment and indicated salary may be changed or eliminated if a gift, grant, or contract fund supporting this position becomes unavailable.

Neil A. Swanson, M.D  
Professor and Chair, Department of Dermatology  
Oregon Health Sciences University OP06  
3181 SW Sam Jackson Park Rd...  
Portland Oregon 97201-3098  
Voice: (503) 494-8597 Fax: (503) 494-6968

O.H.S.U. is an Affirmative Action/Equal Opportunity Employer

## CUSTOMER SERVICE

**Northwest Natural Gas Company** has immediate openings for **Meter Readers** in our **Customer Account Services Department**. For additional job information, qualifications and application procedure contact:

**Job Information Line**  
(503) 226-4211, Ext. 2434  
An Equal Opportunity Employer

## CUSTOMER SERVICE / CLERICAL

**Northwest Natural Gas Company** has an immediate opening for a **Customer Support Rep** in our Appliance Center. For additional job information, qualifications and application procedure contact:

**Job Information Line**  
(503) 226-4211, Ext. 2434  
An Equal Opportunity Employer

**A/P - A/R, Part-Time - Excel/** Microsoft word skills necessary. Detail oriented. Send resume to Human Resources, Entercom, 4614 SW Kelly, Portland, OR 97201. Equal Opportunity Employer.

**Promotion Director** - Coordinate and implement on-air promotions, on-site events, press relations. Strong organizational and computer skills. 3 years promotion/marketing experience. College degree preferred. Send resume to Human Resources - KGON Radio, 4614 SW Kelly, Portland, OR 97201. No phone calls please. Equal Opportunity Employer.

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

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Call 503-288-0033

## Job Opportunity: City of Portland

### New Job Listings

**Police Desk Clerk:** \$1515 at entry to \$2096 after 3 years. Tentative Closing Date: Friday, May 2, 1997. No postmarks.

**GreensKeeper I (Golf):** \$2,284 at entry to \$2,798 after 1 year. Tentative Closing Date: Friday, May 2, 1997. No postmarks accepted.

### Open Continuous:

**Emergency Communications Operator Trainee:** \$13.05 starting rate to \$14.19. Continuous application until further notice: First Batch consideration must be filed by Friday, May 30, 1997. Read job announcement for further instructions.

For other job listings call (503) 823-4573. TDD (503) 823-3520. Submit completed applications to City Personnel 1400 S.W. 5th Avenue., 10th Fl., Portland, OR 97204. Some applications are also available by Tuesday noon at local TPIC branch offices, N.E. Workforce Center & Urban League. The City of Portland is an AA/EEO employer.

## 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 uninsurable 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.

**Medical Management Coordinator**  
(job #5030)

You will receive and review information relating to requests for preauthorization of skilled nursing facility, surgical procedures, home health care, home infusion therapy and hospice services. You will make determinations regarding length of stay, level of care and medical necessity. You must have at least three years' active practice experience in a hospital setting or have a recent preauthorization. You must have knowledge of current medical and nursing practices.

**Claims Analysts**  
(15 openings)  
(job #114)

You will analyze and enter claims information into our automated Claims Administration System (CAS) for our Claims Training Department. You must have a High School degree (or equivalent), possess a certificate in Medical Terminology and one year of experience working in a doctor's office, hospital or other medical facility.

**Group Accountant I**  
(job #102)

You will underwrite subscriber applications, maintain assigned group files and maintain internal and external customer relations. You will produce group billing statements and reconcile monthly premium payments. You must have a High School diploma, college accounting courses and office and accounting experience. Excellent PC 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 indicate job # 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) 225-6780.** We are strongly committed to equal opportunity in all phases of employment.

## Garlington Center Behavioral Healthcare

**Program Director** responsible for clinical, administrative and fiscal operations of adult intake and assessments, out-patient and private practice model counseling services. Preference for applicants with experience in a managed care environment and demonstrated ability to develop and market private practice model counseling services. Masters degree in Social Work or related field and 5 years progressively responsible experience, including at least 2 years supervisory / managerial experience, preferably in a community mental health setting. Ref #AD-PD

**Alcohol and Drug Specialist** needed to serve as case manager for mentally ill and chemically dependent clients. Duties include providing community outreach, case management and therapy. Minimum 2 years experience dealing with substance abuse in a mental health setting. QMPH and Masters degree required. Ref#CM-M.

**Salary Range:** CM4 QMHP \$23,600 - \$25,489  
CM5 QMHP w/Master & Licensure \$25,200 - \$27,217

**Work Location:** CSS-MICA Team  
4950 N.W. MLK Jr. Blvd.  
Portland, Oregon 97211

**Case Manager** needed to provide supportive therapy and a full range of intensive case management services to chronically mentally ill adults from multi-cultural backgrounds. Minimum 2 years related experience required. QMHP and Masters degree required. Ref# CM-Z.

**Salary Range:** CM4 QMHP \$23,600-25,489  
CM5 QMHP w / Master & Licensure \$25,200 - \$27,217

**Work Location:** CSS-Z Team  
4950 N.E. MLK Jr. Blvd.  
Portland, Oregon 97211

**Child and Family Therapist** needed full-time. Duties include providing outpatient services to culturally diverse population of children ages 0-21. Experience with crisis intervention outreach and working with minority youth and families desirable. Masters degree in a mental health related field and 2 years clinical experience required. QMHP required. Ref #CH-CFT.

**Salary Range:** OP/C 2 QMHP \$23,600 - \$25,489  
OP/C 3 QMHP w / Master & Licensure \$25,200 - \$27,217

**Work Location:** Childrens Program  
911 N. Skidmore  
Portland, Oregon 97217

**Closing Date: May 9, 1997**

Competitive salary and benefits. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore, Portland, OR 97217 Attn: HR Fax: 249-8740 EOE. Committed to diversity. No phone calls please. Contact our **Job Line** at 727-5947 for additional job opportunities.



member of the Contract Services Group, will assist field engineering crews with contract administration. This position is the central expert regarding the Contract Payments System. 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 FE/ET, FLS/LSIT, PE or PLS. One of the four years must have been performing professional-level engineering duties. Salary \$2,352 to \$3,219 a month plus benefits. Completed application materials must be received by May 13, 1997. Announcement #OCDDT7152. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

### Planner 2 (Associate Transportation Planner)

We are seeking applicants with planning experience for position in Salem. This person will assist in providing guidance and coordination for transportation corridor planning at the statewide level. Requires a Bachelor's degree in Urban or Regional Planning, Public Administration, Social Science, Civil Engineering, Architecture or a related field; and one full year of planning experience working either as a member of a team of planners or under the direction of a senior planner collecting and analyzing data and preparing position papers or reports based on the data analysis; OR a Master's degree in Urban or Regional Planning or an equivalent field; OR four years of experience which included planning experience involving collecting and analyzing data, identifying future trends, and preparing technical papers and reports with recommendation. One full year of this experience must have been planning experience, working either as a member of a team of planners or under the direction of a senior planner collecting and analyzing data and preparing position papers or reports based on the data analysis. Preference may be given to persons possessing American Institute of Certified Planners (AICP) certification. Salary \$2,239 to \$3,065 a month plus benefits. Completed application materials must be received by May 9, 1997. Announcement #OCDDT7154. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

### Associate Transportation Engineer (Transportation Analyst)

We are seeking an individual for position in Salem. Will assist in preparing and analyzing large quantities of traffic data for use in transportation and land use models and project selection, air quality and environmental data analysis; write draft reports, provide computer support and limited computer programming; and gather and organize technical data in the forms of maps, graphics and tables. Requires a Bachelor's degree in Civil or Transportation-related Engineering; OR a Professional Engineer's license in Civil or

Transportation (PE); OR a Professional Land Surveyor's license (PLS); OR a Fundamentals-In-Engineering certificate (FE/ET); OR a Fundamentals-In-Land Surveying certificate (FLS/LSIT); OR three years of engineering-related experience at the level of an Engineering Specialist 1 and pass the Associate Transportation Engineer multiple-choice examination. (NOTE: This option is available for Oregon Department of Transportation employees only). Salary \$2,135 to \$2,922 a month plus benefits. Completed application materials must be received by May 23, 1997. Announcement #OCDDT7247. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

### Research Analyst 2 (Research Analyst)

We are seeking applicants for position located in Salem. Will assist in planning, conducting and preparing reports on transportation related research, conduct literature reviews and assist in product evaluation. Requires college-level courses in statistics (at least 6 quarter hours); research methods and techniques (e.g., research design, sampling, surveying, etc.); and computer software application or packages (e.g., Statistical Analysis System, Lotus 1-2-3 etc.); OR three years of experience assisting with the gathering, compiling, analyzing, and reporting of research information and statistical data plus assisting with the drafting of this information into narrative or statistical reports; OR an equivalent combination of training and experience. Salary \$2,060 to \$2,732 a month plus benefits. Completed application materials must be received by May 12, 1997. Announcement #OCDDT7246. 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 EMPLOYMENT DEPARTMENT

**Program Representative 2 (Oregon Employer Council Coordinator)**  
Recruiting announcement and required state applications are available at all Oregon Employment Department Field Offices on the State Jobs Display. Monthly salary: \$2,605 to \$3,471. Job announcement #LE970340. Please see announcement for minimum qualifications and test questions. The announcement is also available by calling the State of Oregon JOBLINE (Oregonian Inside Line) at (503) 225-5555 ext. 7777, in Portland, 24 hours a day, 7 days a week. TTY access is available in Salem at (503) 373-4672, for the hearing impaired. Information is also available via computer modem access through the INTERNET at our web site <http://www.das.state.oregon.us/jobs/>. Applications must be received at the Employment Department in Salem by 5:00 p.m., May 9, 1997. If you need additional information, please call (503) 378-3253.

## OREGON STATE HOSPITAL

**RN Management Opportunities (Salem Facilities)**  
Now accepting applications for full-time Supervising RNs. Individuals applying should have some supervisory or Charge RN experience, experience working with psychiatric patients, excellent communication skills, and ability to be flexible. Excellent benefit package. Competitive salaries. Additional compensation for BSN/MSN. Supervising RN positions in Forensics primarily day shift mostly weekdays with occasional weekend coverage. Contact: **Employee Relations, Oregon State Hospital, 2600 Center St., NE, Salem, OR 97310** or call (503) 945-2822, TTY (503) 945-2996 for application packet.

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 or 7777, TTY (503) 378-4672, visit our local Employment Department, or log onto our web site at <http://www.das.state.oregon.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

