

# CLASSIFIEDS/BIDS

## Portland Development Commission

### PC Support Specialist

**\$31,144 - \$45,174**  
PDC is seeking a customer service oriented, technically skilled problem solver to join our information systems team. Person will provide PC systems support in a help desk role, track hardware and software inventory, manage vendor contractors, and set up Internet accounts. Must be able to handle multiple tasks under tight time frames. Requires:

- Experience purchasing, configuring, installing, and troubleshooting PC hardware and software, modems, printers, fast Ethernet cable devices, and supplies;
  - Expert proficiency with windows NT 3.51 and 4.0 client and server, Windows 95, Microsoft Office Professional for Windows 95 and/or 97, Netscape and Microsoft Browsers, Exchange and Schedule+, and DOS 6.22.
- Must have at least 3 years PC help desk/support experience; a bachelor degree in computer science, programming, software engineering or a related business area.

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 pm, June 20, 1997.

**Portland Development Commission**  
1900 SW 4th, #100  
Portland, OR 97201

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

**Administrative Assistant** in program working w/families at-risk. Full Time Position. Resp. incl. data input, answering phones, pick up & delivery of mail, monthly reports. Knowledge of WP 6.0 & paradox. H.S. Diploma/GED + 4 yrs. exper. or AA + 2 yrs. exper. \$7.30-\$7.80/hr. Benefits. Resume to: VOA Family Nursery, 537 SE Alder St., Portland, OR 97214 An Equal Opportunity Employer

**PT-Teachers Aide** in infant classroom. Program working w/families at-risk. resp. incl. set-up/clean-up of classroom & assisting teacher w/ children's behavior. HS diploma/GED & 1 yr. related exper. \$5.95 - \$6.30 Resume/ Appl: VOA Family Nursery, 537 Alder St. Portland, OR 97214

**Equal Opportunity Employer**

### Desk Top Publisher/Graphic Artist

Desk Top Publisher/Graphic Artist for a community newspaper needed. Please Call Charles Washington or Gary Ann Taylor at: 503-288-0033 or Fax: 503-288-0015

### Newspaper Delivery

Person needed for newspaper delivery Part-Time for a community newspaper. Requirements: Current Oregon Drivers Licenses, will use your own car and insurance. Call: Mark Washington or Gary Ann Talyor at 503-288-0015

## Oregon Shakespeare Festival Job Opening

**Costume Shop Manager - Oregon Shakespeare Festival**, has opening for experienced manager to run large shop, producing eleven productions in repertory system, in three theatres. Must possess strong interpersonal and organizational skills, as well as a good background in all phases of costume construction. Prior experience managing a large regional shop is advantageous. Duties include management of costume shop employees (construction, crafts, wigs, and run crews), seasonal and show budgeting, long range planning, liaison with designers, and communication with other Festival staff. Excellent salary and benefit package for a year-round contract. Start date is January 1, 1998. OSF is an equal opportunity organization and does not discriminate based on an applicant's or employee's race, color, religion, gender, national origin, citizenship, age, physical or mental disabilities, or any other characteristic protected by state or federal law. Contact Production Manager, Oregon Shakespeare Festival, 15 S. Pioneer, Ashland, OR 97520. Phone:(541) 482-2111, x 321, Fax: (541) 482-0446; e-mail, Talden41@aol.com. No later than July 15, 1997.

## Position Available Construction Manager

Nonprofit Housing management organization seeks an experienced individual to manage the day-to-day activities of single-family, scattered site rehabilitation projects. 12 month, temporary position. Duties include the preparation of scopes of work plans and specification and cost estimates. Architectural degree desirable. Starting salary range \$26,000-\$30,000 commensurate with experience. No Walk-ins. Submit resume by June 13, 1997 to:

**Maxine Fitzpatrick**  
PCRI  
PO Box 11474  
Portland, Oregon 97211  
Equal Opportunity Employer

**Education Coordinator** - Are you looking for a challenging, rewarding position in Early Childhood? Must have strong skills in leadership, supervision, problem solving, communication, staff training and Early Childhood curriculum development. Full Time \$12.88 - \$14.69 HR (W/Excellent Benefits Package) Aug thru June BA/BS In ECE or related field and 3 years exp. or equiv. Applications and info available at

**Head Start Of Yamhill County**, 800 N.E. Second St. McMinnville, OR 97128 (503) 472-2000.

**Include Resume with Application.**  
Open until sufficient applications are received. EOE.

## Portland Public Schools

**Multiethnic/Multicultural education:** Excellent Macintosh computer skills (word processing, desktop publishing, database management). Proficient grammar, spelling, composition, editing and proofreading skills. Good communication and interpersonal skills, including an ability to communicate with individuals from diverse cultural/language backgrounds. Creative problem solver who can work as a member of a team (following district policies and procedures) and alone with minimum supervision. Able to set up and maintain complex filing systems. Familiar with accounting procedures and able to track and report on budget. Ability to work under pressure and manage multiple priorities. This position is on the district's 261-day calendar. The salary range is \$22,008 to \$27,937.

**an equal opportunity employer - A Drug-Free/Smoke-Free Work Place.**

Franciscan Enterprise of Oregon is currently accepting applications for two 3bdm, handicapped accessible units starting at \$555 per month. Each unit is equipped with a wheelchair ramp and accessible showers, and will be available for renting 6/15/97. For information on how to apply please call Tamla at 284-8642

## SUMMER YOUTH EMPLOYMENT

10-15 Youth In Community Improvement Projects In Alberta St. Corridor. 6/23-8/8 \$5.50/hr./Part Time. For Job Desc. Call Sabin CDC 287-3496.

## Teacher Assistant

Teacher/Assistant for infant and preschool classrooms. FT or PT. Work with families at-risk and/or in child care setting. Manage/assist in classrooms. HS diploma/GED + 1 yr related experience. \$6-7/hour plus benefits. Specify FT or PT and type of classroom preferred. Resume to VOA FN/CCC 537 SE Alder, Portland, OR 97214

**Equal Opportunity Employer**

## Summer Positions Available

Crater Lake Company Located in Southern Oregon is currently taking applications for the following positions:  
Front of the House-Servers & Bussers. FT Seasonal - now until mid-October.  
Also filling Back of the House - Cooks: Line, Prep, Pantry.  
For application call 541-830-4053 or 541-594-2255. OR 97214

## MENTAL HEALTH

# Career Opportunities

For Chemical-Dependency Professionals...

**The Corporation:** CODA, Inc. a private non-profit corporation, has pioneered comprehensive addiction treatment services to a diverse and complex population throughout Northwest Oregon. Operating from one large outpatient site and three residential sites (which also provide child development and limited outpatient services), our services include intensive drug-free outpatient, methadone maintenance, short - and longterm residential, and detoxification. Our client population is extremely large and diverse. We are a leader in designing services for pregnant women, women with young children, and to families.

An immediate rapid expansion of services has created an exceptional range of career opportunities in all four of our treatment centers: CCS (NE 20th and Everett); AFTC (Gresham); TRC (Tigard); NDFTC (Lents District). Dedicated chemical-dependency professionals are encouraged to apply. CODA is currently recruiting for the following positions:

### Positions:

**Counselor V Clinical Supervisor:** 1 Residential (Lents) and 3 Methadone (20th Ave), starting salary \$1,994-\$2,300 per month plus benefits. Provides treatment to complex caseloads, performs clinical supervision, develops and implements clinical procedures. Requires master's Degree, CADC II, and relevant experience. Inquire about C5F60 (Residential); or C5060, C5064 or C5065 (methadone).

**Counselor III 2 residential (Gresham and Lents) and 1 methadone (20th Ave) positions available.** provides individual and group counseling. Pays \$1,494 to \$1,640 per month plus benefits. Inquire about C3A45, C3F44, or C3049.

**Child Care:** We anticipate that one part-time position at our 20th Avenue location will be available within a week. Pays \$7.76-\$8.75 per hour. Inquire about C2030.

**Overnight Counselor Assistant and Detoxification Technicians:** 1 part-time (24 hrs/wk) detox position available at our Tigard facility. Pays \$7.76 to \$8.94 per hour plus benefits. Inquire about C2T34. 1 full-time overnight counselor assistant position available at our Lents facility. Pays \$7.15 to \$8.00 per hour. Inquire about C1F21.

**Relief Positions Are also Available.** Inquire about clerical Relief, Residential Relief or Detoxification Relief. Relief LPN/Registered Nurse sought for duties at our 20th Ave and Gresham treatment centers. Inquire about RNT06 and RND05/06.

Individuals currently serving any federal, state, or county parole or probation are ineligible for these positions. Candidates must consent to a criminal background check.

**TO APPLY,** obtain a standard CODA application form and detailed position announcements for each position sought. Screening questions responses are demanded 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

TREATMENT RECOVERY PREVENTION

CODA is an Equal Opportunity/Affirmative Action Employer

## Client Advocate &

**Community Outreach Specialist (Client Advocate)**  
The Northeast Workforce Center, Inc. is currently recruiting for a **Client Advocate** and a **Community Outreach Specialist (Client Advocate)**:

Individuals will be responsible for ensuring that clients receive appropriate services relative to job placement and training. Will be designing and implementing systems to track placement services and maintaining contact with clients during job search and after employment has been obtained. Applicants should have experience in counseling and case management - dealing effectively with clients who have multiple needs and providing extensive follow-up services. Will be providing information and referral to other appropriate services and coordinating closely with other organizations providing community services. In addition, ability to establish positive relationships with diverse groups is also required. Must be computer literate with experience or knowledge of computerized data bases. Applicants should have a reliable vehicle, valid driver's license and auto insurance. Requires some evenings and/or weekend work. Applicants must be able to pass alcohol/drug screen.

In addition to the above, **Community Outreach Specialist (Client Advocate)** will be responsible for door-to-door outreach and case management of the occupants of a targeted northeast neighborhood. Position involves door-to-door surveying including long periods of walking/standing and climbing stairs.

Salary is \$24,00/year plus benefits.

**Qualified applicants must obtain an application packet at:**

**Northeast Workforce Center Inc.**  
4106 N. Vancouver Avenue  
Hours: 8:00 a.m. - 5:00 p.m.  
(No Phone Calls Please)

Application deadline is 6/13/97, 5:00 p.m. **EEO Employer**

## City Of Portland

### Bureau of Environmental Services

#### Request for Prequalification for the Construction of the Columbia Slough Consolidation Conduit, Segment 2, Project Number 5332

The City of Portland is inviting firms to submit Prequalification documents for the construction of the Columbia Slough Consolidation Conduit (CSCC), Segment 2, an 8,100 foot long, 12-foot inside diameter soft-ground tunnel and appurtenances near N. Columbia Boulevard in Portland, Oregon.

The purpose of the Columbia Slough Consolidation Conduit (CSCC), Segment 2, is to intercept, store, and convey for subsequent treatment, combined sewer overflows (CSO's) from existing pipelines that carry untreated sewage overflows to the Columbia Slough.

The project cost is estimated to be in the \$20 - 35 million range. Construction is scheduled to begin in November 1997 and be complete approximately early 2000.

Advertisement for bid proposals will appear in the same publications as this advertisement approximately August 1997.

Only firms, both national and international, which have the expertise and resources to complete construction of the CSCC, Segment 2 on schedule should consider submitting Prequalification documents. All firms wishing to bid on the CSCC, Segment 2 contract must submit a Prequalification Application in accordance with this announcement.

Interested firms may obtain the complete "Request for Prequalification" document by contacting the City Engineer's Office, 1120 SW Fifth Avenue, Room 825, Portland, Oregon 97204-1971, telephone (503) 823-7076. **Responses shall be received at the above office address until 5:00 pm, 45 days before Segment 2 bid opening. This response supersedes all previous response dates.** For other information about this request call Frank Buehler, (503) 823-7754.

The City of Portland encourages minority and women owned firms to respond.

No applicant will be prequalified until certification has been received from the City Bureau of Purchases and Stores that the applicant has been certified as an affirmative action equal employment opportunity (EEO) employer. Forms for certification will accompany the prequalification application. Additional EEO certification will accompany the prequalification application. Additional EEO certification information and forms can be secured from the Bureau of Purchases and Stores, telephone (503) 823-6855. Address: 1120 SW 5th Avenue, Room 1313, Portland, Oregon 97204-1971. Existing prequalifications with the City of Portland or other agencies is not adequate.

## Oregon State University

### MILAM HALL RENOVATION PROJECT

Request for Information due June 13, 1997

Oregon State University (OSU) is preparing to renovate and upgrade Milam Hall on the Corvallis Campus. Milam Hall is an instructional and research facility occupied primarily by the College of Home Economics and Education. Built in three phases, the East wing is 82 years old; the Center wing is 76 years old; the West is 43 years old. The three wings remain much the same as when first constructed and will be upgraded to meet current codes and new building standards. Direct construction is estimated at \$8,750,000 to retrofit the 110,000 gross square foot building.

OSU is seeking a professional design team headed by an architectural firm experienced in higher education work. The team should include members experienced in retrofitting collegiate buildings, working with other qualified consultants to complete the goals of this project.

Primary Architectural firms interested in assembling a design team should respond in writing before close of business, Friday, June 13, 1997. Mail your request for information to Jerry Watson, University Architect, Oregon State University, 100 Adams Hall, Corvallis, Oregon, 97331-2001. Fax requests will be accepted at (541) 737 3724.

## Laborer/Groundskeeper

The Vancouver Housing Authority is recruiting for a Laborer/Groundskeeper to perform groundskeeping work and manual labor on VHA owned and managed properties. Requires experience in grounds maintenance, ability to do small engine repair, and ability to perform heavy manual labor in all types of weather. Competitive wage, excellent benefits. Application materials are available at the VHA Administrative Office, 500 Omaha Way, Vancouver, WA 98661, or by calling (360) 694-2501. Closes 5:00 p.m. Friday June 6, 1997.

**Equal Opportunity Employer**

## Job Opportunity: CITY OF PORTLAND

### New Job Listings

**Crime Prevention Representative:** \$2,335 at entry to \$3,035 after 3 years.

Tentative Closing Date: Friday, June 6, 1997. No Postmarks.

**Electronics Technician II:** \$3,028 at entry to \$3,669 after one year. Tentative Closing Date: Monday, June 23, 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 SW 5th Ave., 10th Fl., Portland, OR 97204. Some applications are also available by Tuesday Noon at local TPIC branch offices, NE Workforce Center and Urban League.

The City of Portland is an AA/EEO employer.