

CLASSIFIEDS

Washington County Library Services Manager
\$54,120 - \$65,784/yr
Closes June 30, 1997
 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, OR 97124
 Women, minorities, and people with disabilities are encouraged to apply.

PARKS

Metro

PLANNING AND CAPITAL DEVELOPMENT DIVISION MANAGER - \$47,365 - \$65,737/annually, full-time (deadline June 10, 1997). Metro's Regional Parks and Greenspaces Department is seeking a proven leader to manage the Planning and Capital Development Division. This Division currently employs 9.75 FTE and the proposed budget for FY 97/98 is \$4,074,238. The Planning and Capital Development Division Manager reports to the Department Director and is responsible for the following programs: Master/Management Planning, Capital Improvements, Public Outreach and Education, Restoration and Education Grants, and Regional Land Use Planning (related to parks, natural areas and recreation).

Required application materials are available at: Metro Human Resources, 600 NE Grand Ave., Portland, OR 97232. If You wish to have application materials faxed or mailed, call (503) 797-1570. Web address: <http://www.mutnomah.lib.or.us/metro>.

AA/EEO Employer

PUBLIC RELATIONS

Metro

SENIOR PUBLIC AFFAIRS SPECIALIST (Metro) - \$38,962 - \$4,099/annually, full-time (Deadline June 13, 1997). Performs a variety of the most complex public affairs activities, including developing and implementing public relations programs for major projects at Metro, providing liaison between Metro departments and the media, and working collaboratively with other Public Affairs staff throughout the agency. **To apply:** Please submit a resume and writing sample along with a cover letter in which you describe in detail the following areas: 1) why you are interested in the position; 2) your experience in working with the media to convey your message to the public; 3) translating technical documents quickly and effectively into policy recommendations, press releases or materials for public distribution; 4) developing and maintaining relationships with media contacts; 5) working on policy issues and/or with publicly elected officials.

You may fax your resume, writing sample, and cover letter to (503) 797-1798; mail to: Human Resource Division, 600 NE Grand Ave., Portland, OR 97232, or e-mail to: jobs@metro.dst.or.us.

AA/EEO Employer

EMPLOYMENT

Metro

RECEPTIONIST (Metro) - \$9.88 - 13.73/hour, full-time (deadline June 9, 1997). Performs typing, clerical and receptionist duties to contribute to efficient office operations.

CONSERVATION PROGRAM COORDINATOR (Metro Washington Park Zoo) - \$38,932 - \$54,099/annually, full-time (deadline June 26, 1997). Develops conservation plan in conjunction with animal collection plan to achieve global, regional, and zoo conservation priority. Coordinates and supervises conservation and research programs conducted by animal keepers, students, scientists and volunteers. Shares information with husbandry staff to encourage use of new information in animal care. Shares information with education staff to facilitate inclusion of conservation programs and research findings in zoo education programs. Conducts research and prepares scientific reports.

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; or the Northeast Workforce Center, 4106 N Vancouver Ave. If you wish application materials mailed to you, call (503) 797-1570. Web address: <http://www.mutnomah.lib.or.us/metro>

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 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:

Claims Analysts
(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.

Programmer Analyst
(Job # 137)

You will perform activities to enhance our information processing capabilities. Specifically, you will conduct problem identification, analysis, design, program development and implementation functions. You must possess a minimum of two years' demonstrated experience in OS and COBOL, knowledge of project management practices and the ability to design, develop and test program code. A college degree including courses in statistics, mathematics, accounting or computer science is preferred.


Marketing Representative
(Job # 139)

You will negotiate new business sales and the retention of existing business within an assigned territory. You will also renew and extend benefits and lines of coverage in present accounts. You must have a college degree or at least three years' experience in the health insurance and/or sales field. Excellent communication and presentation skills are required, as are proven sales abilities. You must possess knowledge of the health and life insurance industry.

Member Services Representative
(Job # 110)

As part of our Member Services Department, you will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claims payments and denials. You must have at least one year of experience in customer relations (within the last two years) and knowledge of medical and dental terminology.

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.bcso.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

On-Call Milieu Therapist needed for children's preschool day treatment program implementing therapeutic activities in conjunction with treatment team. Bachelor's degree in a mental health related field preferred. Prior experience working with preschool children preferred. Red# OC-MT

Proctor Parents needed to provide safe nurturing homes to culturally diverse preschool children on a temporary but long-term basis. Parents provide 24-hour supervision and care. N/NE residents are encouraged to apply. Proctor homes must meet CSD certification requirements. If interested, call Margaret @ 249-7990. Ref# CH-PP

Financial Specialist II Duties include heavy data entry for client enrollment billing information. Reconciles various internal enrollment and billing reports; reconciles and researches state and county data reports related to client data processed by Garlington. Interacts with clinicians in verifying billing and enrollment data. Prepare various reports to meet billing/contract requirements for county and state. Previous accounting and data entry experience a plus. Ref# FN-FS
 Salary Range: \$16,400-\$17,713
 Work Location: Finance Department
 911 N Skidmore
 Portland, Oregon 97217

On-Call Residential Specialist needed to assist mentally ill clients in activities of daily living and problem solving in a residential setting. Minimum 3 years prior experience preferred. QMHA required. Ref # OC-RS

Residential Specialist I needed to assist mentally ill clients in activities of daily living and problem solving in a residential setting. Minimum 1-year prior experience preferred. Ref# NJ-RS
 Salary Range: \$14,300 - \$15,445
 Work Location: New Journey
 5529 N Haight
 Portland, Oregon 97217

Case Manager for medication management program to provide supportive services to stabilized individuals with serious and persistent mental illness. Duties include providing brief therapy, assisting and educating clients in obtaining social services and financial assistance under state/federal entitlement programs (e.g., primary health care, Social Security, food stamps, transportation, and housing), and maintaining case documentation as required by Oregon Administrative Rules. Required MSW or MS in related field and eligibility for QMHP status.
 Salary Range: \$23,600-\$25,489 w/Masters
 \$25,200-\$27,217 w/Masters & Licensure
 Work Location: Garlington Center Audit Bldg.
 4950 NE Martin Luther King Jr. Blvd.
 Portland, Oregon 97211

Child Care overnight and weekend care providers needed for proctor (foster) parents serving culturally diverse special needs preschool children. Training and 24 hour support provided. Please call Margaret for added information (503) 249-7990.

Closing Date: June 13, 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 call please. Contact our Job Line at 727-5947 for additional job opportunities.

Health & Fitness Director

YWCA of Greater Portland is seeking a director to oversee daily operations of Health & Fitness. Responsibilities include: Maintaining a safe, resourceful and comfortable environment for diverse clientele to meet fitness & health goals; market and promote programs to increase membership; supervise class instructors; maintain client computer data bank; develop and monitor department budget; teach aerobic or weight training classes as needed. Min. requirements: Bachelor's degree in Health & Fitness or related field or comparable experience managing fitness facility; certification in CPR and Aerobics Instructor license. Please complete an application and submit resume to the **YWCA 1111 SW 10th Ave. Portland, OR 97205 by Friday, June 20. EOE**

North Portland Residents!

Major North Portland clothing manufacturer needs 22 individuals for warehouse positions. Mainly day shift, with some swing shift positions as well as overtime. Some positions have weekly incentive bonuses. Applications taken from 11-3 pm on Friday June 6th at PCC skills Center (739 N. Killingsworth). Must have I.D. and references. Call 289-7341 for more information.

Express Personnel Services

POLICE OFFICER

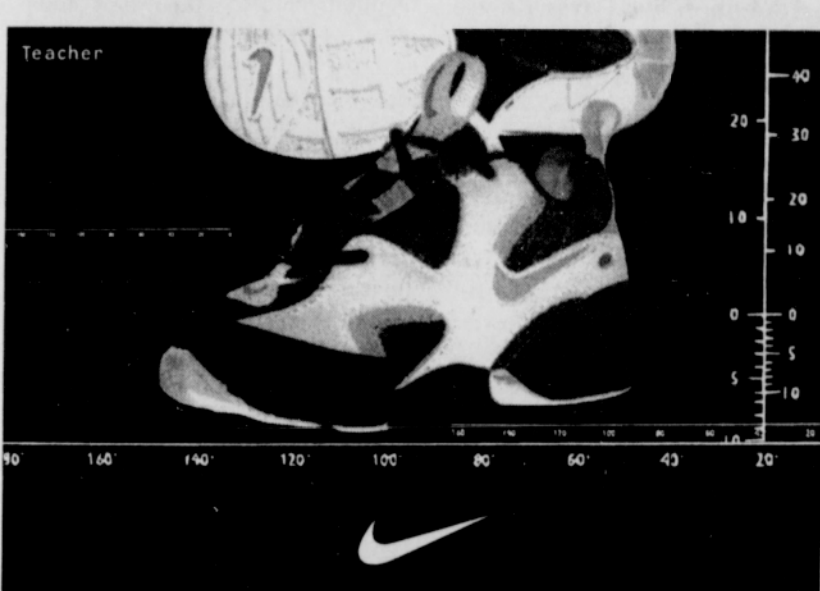
Reserve Police Officer

The City of Troutdale is accepting applications for the position of Reserve Police Officer. This is a non-paid position. Applicants must be a HS Graduate or equivalent, possess a valid drivers license, and be 21 years of age by date of hire. Requires satisfactory completion of: LGPI written testing; oral board; BPSST Academy; extensive background investigation; psychological and medical assessments. Currently certified reserves encouraged to apply. Application packets may be obtained at Troutdale City Hall, 104 SE Kibling. **Packets will not be mailed or faxed.** To be considered, your completed application packet must be received by 4:30 p.m., June 13, 1997. The City of Troutdale is an Equal Opportunity Employer.

Membership/Event Registrar

Process & maintain registration for membership, programs, trainings, events, camp & site-reservations. Must have working knowledge of Access Data Base, type 45 wpm, strong organizational skills & detail-oriented. \$18,000 + benefits. equal. Opp. Employer dedicated to diversity. Send Resumes by June 18, 1997 to: **Personnel Columbia River Girl Scout Council, Inc. P.O. Box 2427 Lake Oswego, OR 97035**

VAN DRIVER (2 openings) - Transport clients w/ mental or A&D problems. Must be dependable, punctual, valid ODL, & pass a background/DMV check. Resume by 6/9/97 to: Otis Clark, CCMH, 6329 NE ML King, Portland, OR 97211.



THEY PROVIDE JUST THE RIGHT AMOUNT OF SUPPORT EVERY STEP OF THE WAY.

SO DO OUR CHILD CARE PROFESSIONALS.

Hey, our people are just as NIKE as our products. Simply put, they perform at a higher level. Whether they're designing classroom programs or fostering relationships with children and their families, they're defining what child care is all about. If you can play at our level, stop by our Job Fair on Saturday, June 14th between 9am and 1pm at our expanding Joe Paterno Child Development Center at NIKE's World Headquarters in Beaverton. You'll learn all about our outstanding facilities, and these openings.

Infant/Toddler Teachers
Preschool Teachers
Assistant Teachers
Teacher Aides
Floating Assistant Teachers

All positions require at least 2 years of college-level ECE or related courses, and 2 years of experience in a group child care setting. You'll enjoy competitive pay, 3 weeks paid time off, holidays, full medical/dental/vision, 401(k), an Employee Store Pass and on-site food service.

Stop by our Job Fair or fax your resume indicating job code NEPOPASQ to (888) 767-9855, or send it to NIKE, Inc., Human Resources Service Center, One Bowerman Drive, Beaverton, OR 97005.

NIKE employs opportunity equally.

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:

Program Technician 2 (Community Transportation Coordinator)
 We are seeking applicants with strong communication and project management skills for key position in Salem. This position will coordinate the Agency's community transportation programs (including the Small City Transit, and Elderly and Disabled Transportation programs); facilitate teamwork to develop consistent policy and procedures to simplify and integrate transit programs and coordinate program delivery and work assignments to meet Oregon Transportation Plan goals for public transportation. This position has responsibility for the management of the Special Transportation Fund program. Requires two years of experience with responsibility for program or project monitoring and coordination. The experience must have included program evaluation responsibility. Applicants with experience coordinating grant programs in transportation, human services or other related fields preferred. Salary \$2,732 to \$3,643 a month plus benefits. Completed application materials must be received by June 20, 1997. Announcement #OCDD7264. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Program Representative 1 (Citizen Representative)
 We are seeking applicants with excellent conflict resolution, interpersonal and communication skills for position in Salem. Will provide access and resource for citizens who have concerns, questions, ideas or suggestions about the Department; review, investigate and resolve citizen concerns, disputes and/or problems; and inform ODOT Director, Deputy Director and managers of emerging issues, patterns of citizen concerns and provide recommendations for potential changes related to the delivery of service to citizens. Requires two years of technical or professional-level experience advising and/or instructing the public concerning specific programs or processes, monitoring programs, or performing participant reviews. Salary \$2,160 to \$2,871 a month plus benefits. Completed application materials must be received by June 20, 1997. Announcement #OCDD7263. Call (503) 986-4030 (TTY 503-986-3854) to request application packet.

Transportation Engineer 1 (Highway Performance Monitoring System Coordinator)
 We are seeking an engineer with strong computer and communication skills for position in Salem. Will oversee the maintenance of the Highway Performance Monitoring System (HPMS) data collection and Traffic Monitoring System. HPMS is a Federal Highway program which provides Congress with a report of the nation's highway needs and conditions. The Traffic Monitoring System provides data for the department and others on volumes and classifications of vehicles on Oregon roads. 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/EIT, 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 June 30, 1997. Announcement #OCDD7266. 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 STATE POLICE
Recruit Troopers
 We are accepting applications for Recruit Troopers. Minimum qualifications: U.S. citizen, 21 years of age, high school diploma or equivalent, licensed to operate a motor vehicle, no felony convictions. Starting salary \$2,656 per month. **Pick up an application package at your local OSP office or call the OSP Job Line at (503) 378-3725, ext 4131.** Apply by June 30, 1997, for July testing.

DEPARTMENT OF JUSTICE
Claims Examiner
 The Oregon Department of Justice has a full-time position available in Salem for a DOJ Claims Examiner. Responsible for processing and managing complex compensation claims for the Crime Victim's Assistance Program. Requires two years' experience determining eligibility for benefits and/or verifying, validating, and analyzing/evaluating information in jobs such as victims' advocate, case worker, mental health specialist, and claims examiner/adjuster. Preference may be given to applicants with coursework or background in mental health. Salary \$2,160 to \$2,871 monthly. **Obtain State of Oregon application (PD100) and recruiting announcement LE960505A at any local Employment Department office or call (503) 378-5555 ext 322, TTY (503) 378-5938 in Salem, or Internet: <http://www.das.state.or.us/jobs/>.** Filing deadline for current vacancy is 6/12/97.

Attorney
 Attorney vacancy in the Charitable Activities Section of the Civil Enforcement Section in Portland. Salary \$3,054 to \$4,098 monthly, DOE. Duties include enforcing laws regarding charitable trusts and solicitation, and operation of bingo games and raffles. Must have excellent writing, analytical and verbal skills, minimum of two years experience practicing law. Must be OSB member. **To apply, call (503) 378-5555 ext 321, (503) 378-5938 TTY.** Application deadline 6/12/97.

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.dashr.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

