

CLASSIFIEDS/BIDS

Employment Ad

Instruction & Research Services at Portland State University is in the process of reorganizing and expanding to better serve Faculty, students, and Staff. Join our technical team in an enjoyable work environment. The following positions are open for application until August 14, 1997.

Technology Lab & Classroom Manager (2 Positions), 24K-28K

Comp Tech/AV TV Main Desk Manager, 25K-32K

Instructional Technology Support Specialist, 40K-50K

For information on these positions visit www.rams.pdx.edu/jobs or call Jackie Morgan at 503-725-3588. **PSU is an Equal Opportunity Employer and encourages applications from women and minorities.**

Dispatcher

City of Milwaukie, Oregon (located within the Portland Metro Area, pop. 20,000). Salary \$11.60- \$14/80/hr, D.O.Q., plus excellent benefit package. Current opening is for a 20 hour position, however, we are also establishing a hiring list for future full time vacancies. We are seeking a responsible person who, under general supervision, receives and transmits emergency and routine voice radio messages for our police and fire departments. Requires ability to work with little or no direct supervision in emergencies; receives and transmits emergency and routine voice radio messages for our police and fire departments. Requires ability to work with little or no direct supervision in emergencies; dispatch equipment and personnel according to predetermined policies; and perform clerical work as required. REQ: H.S. Graduation or GED; general office work background; radio telecommunications skills; shift work; multi task skills; pass extensive background check and drug screening test. If possible, please pick up application packets at Human Resources Department, 10722 SE Main Street, Milwaukie, OR 97222. Contact: Cynthia, (503) 786-7507. Completed packets must be received by 4 PM, Monday, August 4, 1997, in Human Resources at the above address. Fax #(503) 652-4433, TDD #786-7555. All qualified applicants are encouraged to apply. EOE.

Center for Community Mental Health

ALCOHOL & DRUG COUNSELOR II for treatment program serving multicultural clients. Requires 2 yrs treatment exper. or training, CADC certification, and if in recovery, 2 yrs sobriety. Send resume by 7/28/97 to: S. Cheeks, PCR, 3716 NE ML King, Portland, OR 97211.

Job Opportunity: CITY OF PORTLAND

New Job Listings

Emergency Operations Manager: \$47,008 to \$61,006. Tentative Closing Date: **Monday, August 11, 1997.**

Recreation Coordinator I: \$2,224 at entry to \$2,728 after three years. Tentative Closing Date: **Friday, August 1, 1997. No Postmarks.**

Sr. MIS Support Analyst: \$3,591 to \$4,587. Tentative Closing Date: **Monday, August 4, 1997.**

Engineer, Traffic: \$4,723 at entry to \$5,205. Tentative Closing Date: **Monday, August 11, 1997.**

Sr. Engineering Associate, Traffic: \$4,078 at entry to \$4,723. Tentative Closing Date: **Monday, August 11, 1997.**

OPEN CONTINUOUS:

Building Plan Examiner II: \$21.39 at entry to \$24.77 after two years.

Emergency Communications Operator Trainee: \$13.05 starting rate to \$14.19.

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.

Family Interviewer & /OR Classroom Assistant

for a project being conducted in N and NE Portland to promote success in middle school and strengthen the connection between families and schools. Work with 7th graders and their families; visit families in their homes to explain the project; administer interviews, questionnaires, videotape family discussions; assist in delivering classroom program; work with a team; other duties. Requirements include four years of college in the social sciences, OR equivalent combination of experience and training in research or related field. Enjoy working with people and diverse cultural populations; good communication skills; available weekday evenings and weekends. A driver's license, car, and adequate car insurance are also required. **Minorities encouraged to apply.** Hourly positions, pay rate \$8.77/hour. Call 282-3662 to have application sent or mail letter of intent and resume by Friday, July 25, 1997 @ 5:00 PM to Project Alliance, Attn: Mary, 2738 NE Broadway, Portland, OR 97232. EEO/AA

Academic Instructor

Energetic, experienced and creative ESL/Basic Reading Instructor needed to provide teaching English as a Second Language to young adults in a vocational/educational program. Individual will also be responsible for conducting cultural awareness programs for students. Position requires a Bachelor's degree and a valid State of Oregon Teaching Certification. One-year secondary instruction experience preferred. If qualified and interested, please respond by sending cover letter of interest and resume no later than August 1, 1997 to: Human Resources Manager, Springdale Job Corps Center, 31224 E. Historic Columbia River Highway; Troutdale, Oregon 977060.

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

Delivery/Driver

Northwest Natural Gas Company has an immediate opening for a **Motor Messenger, part-time >20 hrs, with benefits**, in our **Administrative Services Department**. Please reference Requisition #97135. Application deadline is 8/1/97

For job information and qualifications, contact: **JOB INFORMATION LINE - Portland Area (503) 226-4211, ext 2434** An Equal Opportunity Employer Only those called for interview will be notified.

Janitors needed at ServiceMaster PT-Evenings-Flexible Schedules No exp. required 249-2035 Mon-Fri.

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 progressively responsible experience, including at least 2 years supervisory/managerial experience, preferably in a community mental health setting. Ref #AD-PD

Clinical Supervisor II needed to supervise case management team serving adult CMI clients. Experience in program development, program coordinator and staff supervision required. Knowledge of Assertive Community Treatment Model preferred. QMHP and Masters degree required, licensure preferred. Ref #CS-CSS

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. QMHP and Masters degree required. Ref# CM-M
Salary Range: CM4 QMHP \$23,600-\$25,489
CM5 QMHP w/Master & Licensure \$25,200-\$27,217

2 part-time Receptionists (25 hours per week) needed for children's program. Experience with high volume multi-line switchboard required. Greet clients, schedule appointments, and perform general office duties. Typing 45 wpm required. Scheduling may be flexible depending upon applications received. Both positions include health insurance and other benefits. Pay range \$6.39-7.42 per hr. d.o.q. Ref #CH-PT.

Office Specialist II needed for children's program. Duties include transcription from a dictation machine, typing 65 wpm, filing, tracking of client information and providing backup support to the reception area. Knowledge of Word and excel a must. Ref #CH-OS
Salary Range: \$16,400 - \$17,713

On-call Vocational Specialist to work in the connection program providing vocational training on an on-call base. Working 5 to 8 hours per day. QMHP and Master degree required. Ref # CP-VS

Case manager needed for the vocational team 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 #AP-C
Salary Range: CM4 QMHP \$23,600-\$25,489
CM4 QMHP w/Master & Licensure \$25,200-\$27,217

Child and Family therapist needed full-time. Duties include providing outpatient services to culturally diverse population of children age 0-21. Experience with crisis intervention outreach and working with minority youth & 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

Closing Date: August 1, 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 JobLine at 727-5947 for additional job opportunities.

Head Start Of Yamhill County

Now Accepting Applications For The Following Positions: TEACHER/FAMILY EDUCATOR --- Provide Family Support and Advocacy. Plan/Implement Developmentally appropriate Teaching Home Visits and Classroom For 3 or 4 Yr Olds. Supervise Classroom Staff and Volunteers. AA In ECE OR CDA Required Plus 2 Yrs Exp. F.T. Sept - May \$9.24 HR Closes Aug 1, 5:00 P.M.

Positions require ability to meet basic physical qualifications, current ODL, and insured vehicle or acceptable alternative, available for use on the job.

Apps and info available at 800 N.E. 2nd street. McMinnville 503 472-2000 Ext 0. Include resume with application.

Head Start of Yamhill County offers an excellent benefits package. EOE.

Washington County

Sr. Program Educator (HIV & Sexually Transmitted Diseases)

\$3,055 - \$3,713/mo
Closes August 1, 1997

Mental Health Counselor II (Substance Abuse)

\$3,208 - \$3,901/mo
Closes August 1, 1997

Survey Technician I (Road)

\$2,295 - \$2,778/mo
Open Continuously

Survey Technician III (Road)

\$2,871 - \$3,529/mo
Open Continuously

Survey Technician III (Public Land Corner)

\$2,871 - \$3,529/mo
Open Continuously

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.

RADIO - seeking an interesting, entertaining and topical talk host, solo or team, Must range from politics to pop culture. Send resume and tape to attention Operations manager - 0234 SW Bancroft St. Portland, OR 97201 No phone calls. EOE

Customer Service/ Clerical

Northwest Natural Gas Company has an immediate opening for a **Sr. Customer Support Rep** in our **Market Services Department** Please reference Requisition #97129. Application deadline is 8/1/97

For job information and qualifications, contact:

JOB INFORMATION LINE - Portland Area (503) 226-4211, ext 2434 An Equal Opportunity Employer Only those called for interview will be notified.

Franz Bakery is hiring bakery helpers. Must have previous production experience. Starting salary \$10.37/hour + excellent benefit package. All shifts. Apply at Oregon Employment Office, 30 North Webster, Portland, Oregon. We are an EEO Employer.

Teachers

Full time positions-pre-school starting as soon as possible and infant/toddler school starting late August. Positions offer professional growth & training in a positive work environment, Program is in the self-study process of accreditation. Must have experience &/ or education related to appropriate age group.

Apply to: VOA-CCC, 537 SE Alder St., Portland, OR 97214 Equal Opportunity Employer

Data Entry Clerk/Followup Assistant

Requirements: high school diploma or GED; two years specific experience in data entry, both alpha and numeric; one year's experience in a customer contact position requiring strong customer services skills; ability to respond appropriately to difficult customer interactions; ability to maintain confidential information. Telephone survey or information-gathering experience helpful. Position requires some variable evening and weekend hours conducting telephone survey work from the employee's residence.

Responsibilities: Provides data entry support for MIS department; conducts follow-up calls to participants who have completed TPIC's employment and training programs; compiles data and produces reports.

Compensation range: full range: \$16,599 to \$23,398, beginning wage DOE. Excellent benefits.

Closing date: 5pm, Friday, July 25, 1997.

TPIC Applications are required for all positions and must be received by 5 pm on the closing date. Applications are available at

The Private Industry Council, 720 SW Washington St., suite 250, Portland, Oregon 97205

Tel: (503) 241-4600; Fax: (503) 241-4622

an Affirmative Action, Equal Opportunity Employer

e-mail TPIC's Human Resources Department

...if you would like to receive an application packet for an open position in the mail. Please indicate position of interest.

Announcement Of Call For Bids:

Sealed bids will be received at the Financial Services Office, Portland Community College, Room 1513, Capital Center, 18624 N.W. Walker Road, Beaverton, Oregon 97006 until 2:00 P.M. Pacific Time, August 8, 1997 for Washington County Workforce Training Center Phase II remodel as described on the drawings and in specifications on file at said office.

This project is partially financed through the Community Development Block Grant Program with funds obtained through the U.S. Department of Housing and Urban Development (HUD). The Contract will be subject to regulations of the Department of Labor and Housing and Urban Development.

Attention is called to Federal Provisions for Equal Employment Opportunity, HUD Section 3 Requirements and the minimum wages as set forth in contract documents.

A mandatory pre-bid conference and walk-through will be held on July 28, 1997, at 9:00 a.m. at the WCWTC, Room 1513 18624 N.W. Walker Road, Beaverton, Oregon. Due to the nature of the work to be performed, it is mandatory that all interested bidders attend a pre-bid conference and walk-through. Bidders will be asked to sign in at the pre-bid conference to confirm attendance, and the attendance log shall be made a part of the bid file.

The College has determined drawings and specifications for this bid, copies of which may be obtained by contacting Carol Ann Turner at (503) 614-2801 at the above location. The College and HUD have appointed the time for bid opening to be 2:00 p.m., Pacific time, on August 8, 1997, at the above mentioned address, at which time and place all interested persons are invited to attend.

Prequalification is not required for this work. Bidders are required to be registered with the State of Oregon Construction Contracts Board, pursuant to ORS 701.055 (1).

Minority-owned, women-owned, and Emerging Small Business enterprises will be afforded full opportunity to submit bids in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered into pursuant to this advertisement.

HUD and the College Board of Directors and its officers are committed to encouraging that women and members of ethnic minority groups are represented and employed in the HUD and the College's public works contracts and will ask bidders responding to this call for bids to specify to what extent they intend to subcontract with or employ members of ethnic minority groups or women. HUD and Portland Community College will assist all bidders in identifying minority or women subcontractors or potential employees.

Each bid must contain a statement as to whether that bidder is a resident bidder, as defined in ORS 279.029, and/or a Non-Foreign Bidder as outlined per HUD supplementary conditions.

Each bidder or a subcontractor must be able to be licensed under ORS 468A.72(asbestos clause, if determined to be necessary).

Each bidder must be registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board as required by ORS 671.530.

The College may reject any bid not in compliance with the prescribed public bidding procedures and requirements, and may reject for good cause any and all bids upon finding of the College that it is in the public interest to do so.

Carol Ann Turner, Lead Buyer Procurement and Risk Mgmt. Services Portland Community College CAPITAL Center-WTC 1513 18624 N. W. Walker Road Beaverton, Oregon 97006

B. Project Description

The College, intends to enter into a contract with the successful bidder for a contract to remodel approximately 7,550 square feet of existing office space into new classroom areas. Area is an additional remodel to the present Portland Community College office/classroom facilities at CAPITAL Center address shown above. Space to be remodeled was previously leased to Tektronix as an office/training facility. Cost for remodel in question is estimated to be approximately \$350,000.00.

Advertisement For Bid

Sealed bids for the 26th Street Reconstruction project will be received by the Oregon State Board of Higher Education until 2:30 PM, local time, August 19, 1997. Bids will be opened and publicly read aloud on August 19, 1997 at 2:30 PM local time. All bidders must be registered with the Construction Contractor's Board.

Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-7694.