

CLASSIFIEDS

RISK MANAGER

Manage and administer EWEB's risk management program which includes preparation and evaluation of all contracts, claims and disability management, self-insurance administration and property and casualty commercial insurance procurement. The Risk Manager advises and assists EWEB managers and supervisors on contracting and claims issues; administers, investigates and adjusts liability claims, bills and collections of recovery claims, and oversees EWEB's use of outside legal counsel.

QUALIFICATIONS: Four years progressively responsible experience in insurance, risk management or contract administration. Associate in Risk Management (ARM) designation or four-year degree in Business Administration, Business Law, Finance or related field with course work in insurance, risk evaluation, contracts or an equivalent combination of education and experience that provides the knowledge, skills and abilities required to perform the work. This is an exempt position and requires a valid driver's license. \$54,500-\$70,387 annually.

EWEB requires a completed application for all positions. For information and application packet contact: Eugene Water & Electric Board, P O Box 10148, Eugene OR 97440 ATTN: Human Resources. Call (541) 484-3769 job information line or Fax (541) 334-4608 or e-mail Brenda.Wasson@eweb.or.us. Or visit our web page at www.eweb.org. Position closes on Tuesday, October 14, 1997 5:00 p.m. EWEB values diversity in the work force and is an equal opportunity employer.

Great Opportunity

Leigh Properties, has an opening for a licensed, experienced Real Estate Agent, that's looking for an opportunity to learn and "come unto their own..." You need to know Portland's Eastside, be a self starter, and embraces the opportunity of working with a diverse community. Inquiries call Bill Leigh at (503) 287-2634 or write P.O. Box 12208 Portland Oregon 97212.

Washington County

Administrative Specialist II (Sheriff's Office)
\$1,959-\$2,381/mo closes
October 10, 1997.

Community Services program monitor
\$2,109-\$2,564/mo closes
October 10, 1997.

Facilities Maintenance Technician
\$2,634-\$3,201 /mo closes
October 10, 1997.

Mental Health Counselor II
\$3,208-3,901/mo closes
October 10, 1997.

Program Educator/ Learning Lab Coordinator
\$2,634-\$3,201 /mo

Senior Program Educator (Tobacco Prevention/Reduction Program)
\$17,62- 21.42/hr closes
October 10, 1997.

Shop Attendant
\$1,209-\$1,334/mo closes
October 10, 1997.

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required.

APPLY TO:
Washington county
Human Resources 155 N.
First avenue, suite 210
Hillsboro, OR 97124

Women, minorities and people with disabilities are encouraged to apply.

Community Services Program Director

Non-profit organization is seeking energetic person with supervisory, case management, program planning, contract implementation and compliance and excellent communication skills for its Community Services Program. Minimum qualifications: pass criminal background check. Two yrs. mgmt. experience working with a diverse population. Bachelor's degree preferably in social sciences, management, or related field. 3-5 yrs. of progressively responsible program management experience. Valid Oregon driver's license. Licensed and insured working automobile. Salary DOE. Send resume to: Albina Ministerial Alliance, 1425 NE Dekum, Portland, OR 97211. CLOSING DATE: October 3, 1997.



PRODUCT DEVELOPMENT ASSISTANT

Work for One Tough Mother!

Columbia Sportswear Company has proven for more than 50 years that quality construction, engineering and innovation in sports apparel is a formula for success. Our growth has been built on a foundation of value, not only in our high quality products, but our employees as well.

Work as a team member in the product development department by maintaining computer files, garment specifications, and coordinating sample requests. Provide administrative support to product development department.

One to two years experience providing administrative support in an office environment. Experience with PC software and database programs. Experience in the garment industry desirable.

Please send resume and salary history to: Human Resources, Dept. PDASST, PO Box 83239, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity Employer.

Employment Metro

Providing regional services * creating livable communities

* Checkroom attendant (Portland Center for the Performing Arts) - \$7.47 - \$9.11/hour, 2 part-time positions (Open until filled). Under the direction of the House Manager or Event Manager, greets and directs patrons, checks coats, etc., and collects checkroom fees. Acts as night receptionist for events. Checks in volunteers and paid staff at the Portland Center for the Performing Arts.

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, 10N. 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.multnomah.lib.or.us/metro>

AA/EEO Employer



ACCOUNTING INTERNATIONAL ACCOUNTANT

Columbia Sportswear Company, a leading manufacturer of sportswear and outdoor, is seeking an international accountant responsible for providing world wide financial support to international subsidiaries and divisions. Responsibilities include preparation of monthly and annual statements, monitoring and reconciling intercompany activity between subsidiaries, preparing budgets forecasts and other analyses as required.

Bachelors degree or equivalent specializing in accounting and two plus years general accounting experience C.P.A. or C.M.A. candidate preferred. Experience with consolidation accounting. Working knowledge of computer spreadsheet based financial analysis and modeling required. Exposure to international business and foreign language a plus. Some international travel may be required. Must be a team player that thrives in fast paced corporate HQ environment.

Please send resume and salary history to; Human Resources, Dept, INTACCT, PO BOX 83239, Portland OR, or FAX to; 503-735-4597. equal opportunity

Dental Dental Hygienist Oregon State Hospital

Opening for full or part-time dental hygienist. Must hold Oregon License including radiology certificate; Clinic operates 8-5 M-F. Flexible hours. Hospital setting in Salem. Monthly salary range \$2,683-3,575 plus benefits. Inquire at Oregon State Hospital Dental Clinic, Dr. Kathleen McCann, Supervisor. (503) 945-2957. For an application packet contact Employee Relations Oregon State Hospital, 2600 Center St NE, Salem, OR 97310 or call (503) 945-2815, TTY (503) 945-2996. EOE. Closing date for accepting applications is Oct. 19, 1997

DELIVERY DRIVER

E C Power Systems has an immediate full time opening for delivery of parts equipment. Must have clean driving record, able to operate flat bed and tow trailer. Excellent Benefits. Send resume to E C Power Systems, ATTN: Cliff Fowler, P.O. Box 10286, Portland OR 97296.

E C POWER SYSTEMS IS AN EQUAL OPPORTUNITY AND SUPPORTS A DRUG-FREE WORKPLACE PROGRAM.

Sales/Advertising

Bright, Outgoing, Warm, friendly Sense of humor.

If these describe you, please apply to: **GETTING TO KNOW YOU**, a 35yr. old national Women-Oriented Advertising Co. Fund raising, sales exp a plus. Flexible day hours excellent benefits 401(k), \$30-60k. Bonuses, incentives. Car req'd Auto reimbursement. Mrs. Kraft 1-800-345-1123

Garlington Center Behavioral Healthcare



"Committed to Solving Problems Our Community Cares About"

Garlington Center offers a full range of mental health services to adults, seniors, children, youth and families. Our services are designed to meet the individual, social and cultural needs of our clients. We seek dynamic professional for the following openings to work in our diverse, multicultural environment:

Child And Family Therapist for Children's Program. \$23,600-27,217.

Ref #CH-CFT

Clinical Supervisor II needed to supervise a dynamic team serving SED children/youth & their birth, foster & adoptive families. MA/MSW & 2 yrs. supervisory experience req'd license preferred. Ref# CFT-CS

Clinical Supervisor II needed for the Pre-Vocational team serving adult CMI clients.

Ref # VOC-CS

Receptionist (P/T) 25 hours per week, \$6.39 - 7.42 hr + benefits.

Ref #CH-PT

Office Specialist II needed for children's program. \$16,400-17,713. Ref #CH-OS

Proctor Parents needed to provide safe nurturing homes to culturally diverse preschool children on temporary but long-term basis.

For More Information on these and other vacancies, including job descriptions and qualifications, please call our JOB Line at 727-5947. Send/fax cover letter and resume to: Garlington Center, 911 N. Skidmore, Portland, OR 97217, Attn: HR, Fax 249-8740.

An Equal Opportunity Employer
Committed to Diversity

Accounting

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

Since 1941, Regence BlueCross BlueShield 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:

Database Administrator

(Job # 97-283)

The Oracle DBA filling the Database Administrator position will have strong Oracle software installation and support experience, and will be working in a leading edge corporate computing environment, with a DBA team supporting several large Oracle 7.3 systems running on multiple Sun and IBM servers. Strong experience in Oracle performance monitoring, tuning, database backup and recovery procedures, SQL Net, TCP/IP, disk management and developer support is a must. You must have at least 6 years' experience in data processing, including 1-5 years' DBA experience with Oracle7.

Auditor Assistant

(Job # 97-207)

In this entry-level position, you will perform desk reviews and field audit procedures on Medicare cost reports. Requiring overnight travel one or two weeks per month. A Bachelor's degree in Accounting (or related field) including credits for auditing courses is required. Previous experience in accounting would be helpful.

Member Services Representative

(Job #97-5063)

Salem Office

As part of our Member Services Department, you will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claim payments and denials. You must have at least one year of experience in customer relations (within the last two years) and knowledge of medical terminology. You must have excellent PC skills as well as the ability to type 40 word per minute.

Customer Services Representative

(Job # 97-179)

You will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claim 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. You must have excellent PC, math and communication skills as well as the ability to type 40 word per minute.

Medical Management Coordinators

(3 positions)

You will perform advanced medical case assessment, management and intervention, as well as concurrent medical review and quality management/improvement. You must have a degree from an accredited school of nursing and a current Oregon RN license. You must have a strong medical background and clinical experience in medical review, managed care and case management.

Dental Analysts

(Job # 97-209)

You will be responsible for the accurate application of dental contract benefits within controlled guidelines and for proper coding and processing of claims. You must have at least six months' claims analyst experience or at least one year' dental office experience. Additionally, you must have a detailed knowledge of dental terminology and ADA coding. Excellent communication skills, CRT experience and 10 key by sight is necessary.

Sr. UNIX Systems Administrator

(Job # 97-235)

You will install, evaluate, administer and support UNIX servers and workstations as well as develop, standardize and document the configuration, operation and recovery procedures for our Computer System and Technology Group. To qualify, you must have a degree in Computer Science, Mathematics or Information Technology (or equivalent work experience), and at least six years' experience in data processing or scientific computing to include at least four years' experience in UNIX System Administration (preferably with Sun Solaris and AIX).

We offer a competitive salary and comprehensive benefits package. Pre-employment drug screening is required and we support a smoke-free work environment. To apply please indicate job # at the top of your resume or cover letter and submit to: **Regence BlueCross BlueShield of Oregon and Regence HMO Oregon, Human Resources, P.O. Box 1271, Portland, OR 97207-1270, TTY # (503) 225-6780.** We are strongly committed to equal opportunity in all phases of employment.



For more information about career opportunities, call our Job Information Line: 1-800-231-1617 or visit our website at www.bcsbo.com



Employment



In Oregon, opportunity means a variety of careers available state-wide, competitive salaries and great benefits. 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:

Principal Executive/Manager E (Project Delivery Systems Manager)

We are seeking a manager who possesses excellent communication and project management skills for a position in Salem. Will manage the development and implementation of ODOT's Project Delivery System. This system consists of three major products: 1) the Project Leader's Academy; 2) the department's project scheduling system; and 3) implementing or creating project teams for up to 700 statewide transportation projects. Requires three years of management experience which included responsibility for development of program rules and policies, long and short-range goals and plans, program evaluation and budget preparation; OR three years of professional experience as a project leader, assigning and reviewing work of professional staff including project responsibility for developing goals and objectives, project evaluation, and monitoring and controlling or preparing a budget. Graduate level coursework in management may be substituted for one year of the required experience. Salary \$3,466 to \$4,884 a month plus benefits. Announcement #OCDD7445. Completed application materials must be received by October 17, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Transportation Engineer 1 (Documentation Compliance Specialist)

We are seeking applicants with strong communication skills for a position in Salem. Will assist the field engineering crews with contract administration and is the central expert on quality and quantity documentation. 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 a FE/EIT, FLS/LSIT, PE or PLS. One of the four years must have been performing professional-level engineering duties. Salary \$2,806 to \$3,837 a month plus benefits. Announcement #OCDD7442. Completed application materials must be received by October 17, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Workforce Development Coordinator (Human Resources Consultant)

We are seeking an innovative human resource (HR) professional with a broad based knowledge of HR management functions to provide internal human resource consulting and process improvement expertise in Salem, Portland, and/or Roseburg. HR functions to include, but not limited to, employment and labor relations, workforce training and development, safety and occupational health, and organization development. Requires four years of experience as an organizational development, management development, or organizational improvement professional. Your experience must include responsibility in administering or coordinating a project similar to those listed in the "Duties and Responsibilities" section of our job announcement. A Bachelor's in Business Administration, Public Administration, Human Resources Management, or a closely-related field may be substituted for up to two years of the required experience. Salary \$2,683 to \$3,575 a month plus excellent benefits. Announcement #OCDD7479. Completed application materials must be received by October 15, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Engineering Specialist 1 (Inventory Specialist)

We are seeking applicants for a position in Salem. This is a seasonal position with a duration of 4 months per calendar year. Will operate the video vehicle, assist in the technical procedures required in the overall operation of the video log program and support special projects as needed. Requires an Associate's degree in Engineering Technology from a recognized community college or technical school; OR eighteen months of experience directly related to engineering; OR a Bachelor's degree in Engineering, Architecture, Geology, Mathematics or Physics. Salary \$1,659 to \$2,243 a month plus benefits. Announcement #OCDD7443. Completed application materials must be received by October 17, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

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

DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

Accountant I (Accounts Payable/Receivable Specialist)

Permanent position based in Salem. The Oregon Department of Land Conservation and Development (DLCD), Oregon's nationally recognized land use planning agency, has an immediate opening for the position of Accountant I. The person in this position receives accounts payable/receivable fiscal documents; compiles and audits the fiscal responsibilities to ensure consistency with governmental requirements, and measures processes and communicates financial information to agency managers. Salary is \$2,102 to \$2,815 a month plus benefits. **Application and announcement (# LE970874) available from local state employment offices, DLCD (503) 373-0050, State Job Line (503) 225-5555 ext. 7777, or on world wide web at <http://www.dashr.state.or.us/>. Application deadline is October 9, 1997.**

DEPARTMENT OF HUMAN RESOURCES

Data Base Administrator

Enjoy a diverse work environment, training opportunities, a progressive management style and participation in technical, complex projects where innovation is rewarded. Current employment opportunity in Salem for information systems specialists with skills in data processing systems analysis, application software development, and business process re-engineering. The position is responsible to improve the operating efficiency of internal software systems and products using Sybase System 11 and DB2 interfaces; performs longrange strategic software planning; provides customer assistance, training, and support. **For application materials and a detailed job announcement, call (503) 945-6211.** Applications will be accepted until October 10, 1997.

OREGON OFFICE OF ENERGY

Principal Executive/Manager C (Credit Administrator)

The Oregon Office of Energy is recruiting for a Credit Administrator to supervise loan staff and manage loan administration and underwriting for the Small Scale Energy Loan Program (SELLP), which finances projects that generate or save energy for governments, individuals and businesses. Requires five years of experience in supervision, staff/technical, or professional level work related to making and servicing commercial, long term secured loans. Experience must have included one year of supervision and management of a program, section or unit including development of program rules and policies, development of short and long range goals and plans, program evaluation, or budget preparation. 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 one year of supervisory or management experience. **For an application packet call (503) 378-4912, or TTY (503) 378-4040, or by Internet to Linda.L.Kutnar@state.or.us. Please include your mailing address and phone number. Completed application materials must be received by October 13, 1997. For information about the Oregon Office of Energy log onto our website at <http://www.cbs.state.or.us/external/ooe>.**

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 our local Employment Department, or log onto our website at <http://www.dashr.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.